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**ANNUAL REPORT ON WORK AND EXPENDITURES UNDER THE  
HATCH, ADAMS, AND SMITH-LEVER ACTS.**

Extract from an act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1916.

That hereafter there be prepared by the Department of Agriculture an annual report on the work and expenditures of the agricultural experiment stations established under the act of Congress of March second, eighteen hundred and eighty-seven (Twenty-fourth Statutes at Large, page four hundred and forty), on the work and expenditures of the Department of Agriculture in connection therewith, and on the cooperative agricultural extension work and expenditures of the Department of Agriculture and agricultural colleges under the act of May eighth, nineteen hundred and fourteen, entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto, and the United States Department of Agriculture"; and that there be printed annually eight thousand copies of said report, of which one thousand copies shall be for the use of the Senate, two thousand copies for the use of the House of Representatives, and five thousand copies for the use of the Department of Agriculture (38 Stat. L. 1110).

# UNITED STATES DEPARTMENT OF AGRICULTURE DEPARTMENT CIRCULAR 251

Washington, D. C.

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## FEDERAL LEGISLATION, REGULATIONS, AND RULINGS AFFECTING LAND-GRANT COLLEGES AND EXPERIMENT STATIONS

Compiled in the Office of Experiment Stations

Rev.ed.  
follows

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### LAND-GRANT COLLEGES

#### ACT OF 1862 DONATING LANDS FOR COLLEGES OF AGRICULTURE AND MECHANIC ARTS

[First Morrill Act]

AN ACT Donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there be granted to the several States, for the purposes hereinafter mentioned, an amount of public land, to be apportioned to each State a quantity equal to thirty thousand acres for each Senator and Representative in Congress to which the States are respectively entitled by the apportionment under the census of eighteen hundred and sixty: *Provided,* That no mineral lands shall be selected or purchased under the provisions of this act.

SEC. 2. *And be it further enacted,* That the land aforesaid, after being surveyed shall be apportioned to the several States in sections or subdivisions of sections, not less than one-quarter of a section; and whenever there are public lands in a State subject to sale at private entry at one dollar and twenty-five cents per acre, the quantity to which said State shall be entitled shall be selected from such lands within the limits of such State, and the Secretary of the Interior is hereby directed to issue to each of the States in which there is not the quantity of public lands subject to sale at private entry at one dollar and twenty-five cents per acre to which

said State may be entitled under the provisions of this act land scrip to the amount in acres for the deficiency of its distributive share; said scrip to be sold by said States and the proceeds thereof applied to the uses and purposes prescribed in this act and for no other use or purpose whatsoever: *Provided*, That in no case shall any State to which land scrip may thus be issued be allowed to locate the same within the limits of any other State or of any Territory of the United States, but their assignees may thus locate said land scrip upon any of the unappropriated lands of the United States subject to sale at private entry at one dollar and twenty-five cents, or less, per acre: *And provided further*, That not more than one million acres shall be located by such assignees in any one of the States: *And provided further*, That no such location shall be made before one year from the passage of this act.

SEC. 3. *And be it further enacted*, That all the expenses of management, superintendence, and taxes from date of selection of said lands, previous to their sales, and all expenses incurred in the management and disbursement of the moneys which may be received therefrom, shall be paid by the States to which they may belong, out of the treasury of said States, so that the entire proceeds of the sale of said lands shall be applied without any diminution whatever to the purposes hereinafter mentioned.

SEC. 4 (original). *And be it further enacted*, That all moneys derived from the sale of the lands aforesaid by the States to which the lands are apportioned, and from the sales of land scrip hereinbefore provided for, shall be invested in stocks of the United States or of the States, or some other safe stocks, yielding not less than five per centum upon the par value of said stocks; and that the moneys so invested shall constitute a perpetual fund, the capital of which shall remain forever undiminished (except so far as may be provided in section five of this act), and the interest of which shall be inviolably appropriated by each State which may take and claim the benefit of this act, to the endowment, support, and maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the States may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.

SEC. 4 (as amended Mar. 3, 1883). That all moneys derived from the sale of lands aforesaid by the States to which lands are apportioned, and from the sales of land scrip hereinbefore provided for, shall be invested in stocks of the United States or of the States, or some other safe stocks; or the same may be invested by the States having no State stocks in any other manner after the legislatures of such States shall have assented thereto, and engaged that such funds shall yield not less than five per centum upon the amount so invested and that the principal thereof shall forever remain unimpaired: *Provided*, That the moneys so invested or loaned shall constitute a perpetual fund, the capital of which shall remain forever undiminished (except so far as may be provided in section five of this act), and the interest of which shall be inviolably appropriated, by each State which may take and claim the benefit of this act, to the endowment, support, and maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the States may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.

SEC. 5. *And be it further enacted*, That the grant of land and land scrip hereby authorized shall be made on the following conditions, to which, as well as to the provisions hereinbefore contained, the previous assent of the several States shall be signified by legislative acts:

First. If any portion of the fund invested, as provided by the foregoing section, or any portion of the interest thereon, shall, by any action or contingency, be diminished or lost, it shall be replaced by the State to which it belongs, so that the capital of the fund shall remain forever undiminished; and the annual interest shall be regularly applied without diminution to the purposes mentioned in the fourth section of this act, except that a sum, not exceeding ten per centum upon the amount received by any State under the provisions of this act, may be expended for the purchase of lands for sites or experimental farms whenever authorized by the respective legislatures and States.





Second. No portion of said fund, nor the interest thereon, shall be applied directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or buildings.

Third. Any State which may take and claim the benefit of the provisions of this act shall provide, within five years, at least not less than one college, as described in the fourth section of this act, or the grant to such State shall cease; and said State shall be bound to pay the United States the amount received of any lands previously sold and that the title to purchasers under the State shall be valid.

Fourth. An annual report shall be made regarding the progress of each college, recording any improvements and experiments made, with their cost and results, and such other matters, including State industrial and economical statistics, as may be supposed useful, one copy of which shall be transmitted by mail free, by each, to all the other colleges which may be endowed under the provisions of this act, and also one copy to the Secretary of the Interior.

Fifth. When lands shall be selected from those which have been raised to double the minimum price, in consequence of railroad grants, they shall be computed to the States at the maximum price and the number of acres proportionately diminished.

Sixth. No State while in a condition of rebellion or insurrection against the Government of the United States shall be entitled to the benefit of this act.

Seventh. No State shall be entitled to the benefits of this act unless it shall express its acceptance thereof by its legislature within two years from the date of its approval by the President.

SEC. 6. *And be it further enacted*, That land scrip issued under the provisions of this act shall not be subject to location until after the first day of January, one thousand eight hundred and sixty-three.

SEC. 7. *And be it further enacted*, That the land officers shall receive the same fees for locating land scrip issued under the provisions of this act as is now allowed for the location of military bounty land warrants under existing laws: *Provided*, That their maximum compensation shall not be thereby increased.

SEC. 8. *And be it further enacted*, That the governors of the several States to which scrip shall be issued under this act shall be required to report annually to Congress all sales made of such scrip until the whole shall be disposed of, the amount received for the same, and what appropriation has been made of the proceeds.

Approved, July 2, 1862 (12 Stat. L. 503).

#### ACT OF 1866 EXTENDING THE TIME WITHIN WHICH LAND-GRANT COLLEGES MAY BE ESTABLISHED

AN ACT To amend the fifth section of an act entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," approved July 2, 1862, so as to extend the time within which the provisions of said act shall be accepted and such colleges established.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the time in which the several States may comply with the provisions of the act of July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," is hereby extended so that the acceptance of the benefits of the said act may be expressed within three years from the passage of this act, and the colleges required by the said act may be provided within five years from the date of the filing of such acceptance with the Commissioner of the General Land Office: *Provided*, That when any Territory shall become a State and be admitted into the Union such new State shall be entitled to the benefits of the said act of July second, eighteen hundred and sixty-two, by expressing the acceptance therein required within three years from the date of its admission into the Union, and providing the college or colleges within five years after such acceptance, as prescribed in this act: *Provided further*, That any State which has heretofore expressed its acceptance of the act herein referred to shall have the period of five years within which to provide at least one college, as described in the fourth section of said act, after the time for providing said college, according to the act of July second, eighteen hundred and sixty-two, shall have expired.

Approved, July 23, 1866 (14 Stat. L. 208).

## ACT OF 1890 FOR THE FURTHER ENDOWMENT OF LAND-GRANT COLLEGES

[Second Morrill Act]

AN ACT To apply a portion of the proceeds of the public lands to the more complete endowment and support of the colleges for the benefit of agriculture and the mechanic arts established under the provisions of an act of Congress approved July second, eighteen hundred and sixty-two.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there shall be, and hereby is, annually appropriated, out of any money in the Treasury not otherwise appropriated, arising from the sales of public lands, to be paid as hereinafter provided, to each State and Territory for the more complete endowment and maintenance of colleges for the benefit of agriculture and the mechanic arts now established, or which may be hereafter established, in accordance with an act of Congress approved July second, eighteen hundred and sixty-two, the sum of fifteen thousand dollars for the year ending June thirtieth, eighteen hundred and ninety, and an annual increase of the amount of such appropriation thereafter for ten years by an additional sum of one thousand dollars over the preceding year, and the annual amount to be paid thereafter to each State and Territory shall be twenty-five thousand dollars, to be applied only to instruction in agriculture, the mechanic arts, the English language and the various branches of mathematical, physical, natural, and economical science, with special reference to their applications in the industries of life and to the facilities for such instruction: *Provided*, That no money shall be paid out under this act to any State or Territory for the support and maintenance of a college where a distinction of race or color is made in the admission of students, but the establishment and maintenance of such colleges separately for white and colored students shall be held to be a compliance with the provisions of this act if the funds received in such State or Territory be equitably divided as hereinafter set forth: *Provided*, That in any State in which there has been one college established in pursuance of the act of July second, eighteen hundred and sixty-two, and also in which an educational institution of like character has been established, or may be hereafter established, and is now aided by such State from its own revenue, for the education of colored students in agriculture and the mechanic arts, however named or styled, or whether or not it has received money heretofore under the act to which this act is an amendment, the legislature of such State may propose and report to the Secretary of the Interior a just and equitable division of the fund to be received under this act, between one college for white students and one institution for colored students, established as aforesaid, which shall be divided into two parts, and paid accordingly and thereupon such institution for colored students shall be entitled to the benefits of this act and subject to its provisions, as much as it would have been if it had been included under the act of eighteen hundred and sixty-two, and the fulfillment of the foregoing provisions shall be taken as a compliance with the provision in reference to separate colleges for white and colored students.

SEC. 2. That the sums hereby appropriated to the States and Territories for the further endowment and support of colleges shall be annually paid on or before the thirty-first day of July of each year, by the Secretary of the Treasury, upon the warrant of the Secretary of the Interior, out of the Treasury of the United States, to the State or Territorial treasurer, or to such other officer as shall be designated by the laws of such State or Territory to receive the same, who shall upon the order of the trustees of the college or the institution for colored students, immediately pay over said sums to the treasurers of the respective colleges or other institutions entitled to receive the same, and such treasurers shall be required to report to the Secretary of Agriculture and to the Secretary of the Interior on or before the first day of September of each year a detailed statement of the amount so received and of its disbursement. The grants of moneys authorized by this act are made subject to the legislative assent of the several States and Territories to the purpose of said grants: *Provided*, That payments of such installments of the appropriation herein made as shall become due to any State before the adjournment of the regular session of legislature meeting next after the passage of this act shall be made upon the assent of the governor thereof, duly certified to the Secretary of the Treasury.

SEC. 3. That if any portion of the moneys received by the designated officer of the State or Territory for the further and more completed endowment, support, and maintenance of colleges, or of institutions for colored students, as provided in this act, shall, by any action or contingency, be dismissed or lost, or be misapplied, it shall be replaced by the State or Territory to which it belongs, and until so



replaced no subsequent appropriation shall be apportioned or paid to such State or Territory; and no portion of said moneys shall be applied, directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or buildings. An annual report by the president of each of said colleges shall be made to the Secretary of Agriculture, as well as to the Secretary of the Interior, regarding the condition and progress of each college, including statistical information in relation to its receipts and expenditures, its library, the number of its students and professors, and also as to any improvements and experiments made under the direction of any experiment stations attached to said colleges, with their cost and results and such other industrial and economical statistics as may be regarded as useful, one copy of which shall be transmitted by mail free to all other colleges further endowed under this act.

SEC. 4. That on or before the first day of July in each year, after the passage of this act, the Secretary of the Interior shall ascertain and certify to the Secretary of the Treasury as to each State and Territory, whether it is entitled to receive its share of the annual appropriation for colleges, or of institutions for colored students, under this act and the amount which thereupon each is entitled, respectively, to receive. If the Secretary of the Interior shall withhold a certificate from any State or Territory of its appropriation, the facts and reasons therefor shall be reported to the President, and the amount involved shall be kept separate in the Treasury until the close of the next Congress, in order that the State or Territory may, if it should so desire, appeal to Congress from the determination of the Secretary of the Interior. If the next Congress shall not direct such sum to be paid it shall be covered into the Treasury. And the Secretary of the Interior is hereby charged with the proper administration of this law.

SEC. 5. That the Secretary of the Interior shall annually report to Congress the disbursements which have been made in all the States and Territories, and also whether the appropriation of any State or Territory has been withheld, and, if so, the reasons therefor.

SEC. 6. Congress may at any time amend, suspend, or repeal any or all of the provisions of this act.

Approved, August 30, 1890 (26 Stat. L. 417).

#### SOURCE OF FUNDS

Extract from an act providing for free homesteads on the public lands.

In the event that the proceeds of the annual sales of the public lands shall not be sufficient to meet the payments heretofore provided for agricultural colleges and experimental stations by an act of Congress, approved August 30, 1890 [26 Stat. L., 417], for the more complete endowment and support of the colleges for the benefit of agriculture and mechanic arts, established under the provisions of an act of Congress, approved July 2, 1862 [12 Stat. L., 503], such deficiency shall be paid by the United States.

Approved, May 17, 1900.

#### NELSON AMENDMENT FURTHER ENDOWING THE LAND-GRANT COLLEGES

Extract from the act making appropriations for the United States Department of Agriculture for the fiscal year ended June 30, 1908.

\* \* \* That there shall be, and hereby is, annually appropriated, out of any money in the Treasury not otherwise appropriated, to be paid as herein-after provided, to each State and Territory for the more complete endowment and maintenance of agricultural colleges now established, or which may hereafter be established, in accordance with the act of Congress approved July second, eighteen hundred and sixty-two, and the act of Congress approved August thirtieth, eighteen hundred and ninety, the sum of five thousand dollars, in addition to the sums named in the said act, for the fiscal year ending June thirtieth, nineteen hundred and eight, and an annual increase of the amount of such appropriation thereafter for four years by an additional sum of five thousand dollars over the preceding year, and the annual sum to be paid thereafter to each State and Territory shall be fifty thousand dollars, to be applied only for the purposes of the agricultural colleges as defined and limited in the act of Congress approved July second, eighteen hundred and sixty-two, and the act of Congress approved August thirtieth, eighteen hundred and ninety.

That the sum hereby appropriated to the States and Territories for the further endowment and support of the colleges shall be paid by, to, and in the manner pre-

scribed by the act of Congress approved August thirtieth, eighteen hundred and ninety, entitled "An act to apply a portion of the proceeds of the public lands to the more complete endowment and support of the colleges for the benefit of agriculture and the mechanic arts established under the provisions of an act of Congress approved July second, eighteen hundred and sixty-two," and the expenditure of the said money shall be governed in all respects by the provisions of the said act of Congress approved July second, eighteen hundred and sixty-two, and the said act of Congress approved August thirtieth, eighteen hundred and ninety: *Provided*, That said colleges may use a portion of this money for providing courses for the special preparation of instructors for teaching the elements of agriculture and the mechanic arts.

Approved, March 4, 1907 (34 Stat. L. 1256, 1281).

#### **RULINGS OF THE UNITED STATES BUREAU OF EDUCATION RELATIVE TO LAND-GRANT COLLEGES<sup>1</sup>**

##### **USE OF 1862 LAND-GRANT FUNDS**

A decision of the Assistant Attorney General rules, "In view of the fact that the acts in question (July 2, 1862, August 30, 1890, and March 4, 1907) require the investment of funds to be made in specific securities, at not less than a specified rate of interest, and that the entire proceeds be applied, without diminution, to the purposes mentioned in the acts; of the fact that the acts require that any funds diminished, lost, or misapplied shall be replaced by the State; that the act of August 30, 1890, makes it incumbent upon the Secretary of the interior to ascertain and certify as to whether the several States and Territories are entitled to their respective shares, and implies that he should withhold a certificate from any State or Territory not thereto entitled, justify the Department [of the Interior] in requiring such institutions to submit the necessary facts to enable it to determine whether the appropriations are being properly invested, maintained, and applied, you [the Commissioner of Education] are accordingly advised that \* \* \* this Department [of the Interior] is authorized, under the acts of Congress cited, to require a statement in detail from the several land-grant States or institutions of the disbursements of the annual income received by them under said act of July 2, 1862, and supplementary acts, and that this may be done through your office.

In conformity therewith the attention of State legislatures, State officers, and officers of institutions receiving the benefit of these acts, is respectfully called to the following provisions:

1. The amendment of July 23, 1866, extends the provisions of the original act of July 2, 1862, to all new States, "That when any Territory shall become a State and be admitted into the Union, such new State shall be entitled to the benefits of the said act of July second, eighteen hundred and sixty-two."

2. Both in the original act and in the amendment of 1883, it is provided that the money derived from the sale of lands and from the sale of land scrip shall be invested at not less than 5 per cent interest and shall constitute a perpetual fund.

It is held that if the investment yields less than 5 per cent the State must make up the deficiency.

3. The interest shall be regularly applied without diminution to the endowment, support, and maintenance of at least one college, where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts.

It is held that the proceeds from rentals, sale of timber rights, water rights, or other privileges, and interest on deferred payments of purchase money partake of the same character as the income from invested funds and must be devoted, without diminution, to the purposes as set forth above.

It is held that instruction in the industries for women is included in instruction in agriculture and the mechanic arts.

4. The income from this fund is not a fiscal year or limited fund. It must remain forever at the disposal of the institution entitled to the benefit of the fund. Nor may it ever be covered into general State funds or used for general State purposes. There can be no default to the State by the institution.

<sup>1</sup> For fuller information see Federal Laws, Regulations, and Rulings Affecting the Land-Grant Colleges of Agriculture and Mechanic Arts. U. S. Bureau of Education, 1916.



5. It is held that the act of 1890 (26 Stat. 417) with the amendment of 1907 (34 Stat. 1281) is supplementary to the act of 1862 (12 Stat. 503), therefore any default in the provisions of the act of 1862 renders the State liable to noncertification for the annual installments of the funds appropriated by the acts of 1890 and 1907.

6. The only restriction placed by the acts of Congress of July 2, 1862, upon the expenditure of the income derived from the sale of public lands granted for the endowment of colleges of agriculture and the mechanic arts and the investment of the purchase money is that no part of such income may be expended for the purchase, erection, preservation, or repair of any building or buildings, nor may this income be used for the purchase of land.

#### USE OF MORRILL-NELSON FUNDS

The attention of presidents, treasurers, and boards of control of State colleges of agriculture and mechanic arts, and of institutions of like character for colored students, is respectfully called to the requirements of the acts of Congress, approved August 30, 1890 (26 Stat. L., p. 417), and March 4, 1907 (34 Stat. L., p. 1281), in aid of colleges of agriculture and mechanic arts respecting the annual reports of the presidents and treasurers of said institutions to the Secretary of the Interior and the Secretary of Agriculture, and to certain decisions respecting the disbursement of the funds authorized by the said act.

The annual reports of treasurers are required to be made on or before September 1 of each year (sec. 2).

The reports of presidents must be received before the States can be certified for the annual installments of this fund, and it is respectfully requested that they be forwarded to this office not later than September 1 of each year.

#### EXPENDITURE OF ANNUAL APPROPRIATION

The funds annually appropriated by the act of August 30, 1890, must be expended during the year for which they are appropriated and for the purposes specified in the said act, and can not be allowed to accumulate in the form of an unexpended balance or be invested as a permanent interest-bearing fund (decision of the Assistant Attorney General, June 20, 1899). The department will insist on the expenditure annually of substantially the entire amount appropriated by the act of August 30, 1890, and the act of March 4, 1907, and boards of control of agricultural and mechanical colleges are requested to make provision for such expenditures. When, however, the condition of the institution is such that the funds can not be spent advantageously, an unexpended balance will be allowed to remain over to the following year. This will be allowed only when it is shown that plans are prepared for the eventual use, not only of all unexpended balances, but also of the regular annual installments.

#### USES DEFINED

The funds are "to be applied only to instruction in agriculture, the mechanic arts, the English language, and the various branches of mathematical, physical, natural, and economic science, with special reference to their applications in the industries of life, and to the facilities for such instruction" and "for providing courses for the special preparation of instructors for teaching the elements of agriculture and mechanic arts." It is held that this language authorizes the purchase from this money of apparatus, machinery, textbooks, reference books, stock, and material used in instruction, or for the purposes of illustration in connection with any of the branches enumerated, and the payment of salaries of instructors in said branches only; but, in case of machinery (such as boilers, engines, pumps, etc.) and farm stock, which are made to serve for both instructional and other purposes, the Federal funds may be charged with only an equitable portion of the cost of said machinery and stock.

#### CAN NOT BE USED FOR BUILDINGS AND LAND

The expenditure of any portion of these funds for the purchase, erection, preservation, or repair of any building or buildings under any pretense whatever is specifically prohibited by the act (sec. 3); the purchase of land is not allowable (decision of Assistant Attorney General, March, 1891), nor expenditures for permanent improvement to buildings, grounds, and farms, such as clearing, draining, and fencing of land.

## OTHER PURPOSES FOR WHICH THE FUNDS CAN NOT BE USED

(a) The salaries of purely administrative officers, such as treasurers (decision of Assistant Attorney General, March 7, 1894), presidents, secretaries, book-keepers, janitors, watchmen, etc., can not be charged to this fund, nor the salaries of other administrative officers, like superintendents, foremen, and matrons, nor the wages of unskilled laborers and assistants in shops, laboratories, and fields;

(b) Nor may this fund be used for the salaries of instructors improperly trained or incompetent for the positions they are supposed to fill; nor may it be used for salaries or expenses of the experiment station staff, nor for instructors employed in research work or in collecting, classifying and arranging specimens, collections, or exhibits;

(c) Nor can it be expended for heating or lighting buildings, musical instruments, military equipment, furniture, cases, shelving, desks, blackboards, tables, lockers, salaries of instructors in philosophy, psychology, ethics, logic, history, civil government, pedagogy, military science and tactics, and in ancient and modern languages (except English);

(d) Nor can it be expended for instruction in the elementary subjects, or their equivalents, included in the first six years of the course of study of the public schools of the States in which each institution is located, excepting for students fourteen years of age and over who are devoting at least one-half of their time to industrial subjects as preparatory work in the mechanical trades, industries for women, or agriculture.

When an administrative officer also gives instruction in any of the branches of study mentioned in the act of August 30, 1890, or when an instructor gives such instruction and also devotes part of his time to giving instruction in branches of study not mentioned in the said act, only a part of such person's salary proportionate to the time devoted to giving instruction in the branches of study mentioned in the said act of August 30, 1890, can be charged to these funds. In the division of time between instructional and other services, one hour of instruction shall be regarded as the equivalent of two hours of administrative, supervisory, or experiment station work.

## EXTENSION WORK

No part of the funds received under the provisions of the acts of 1890 and 1907 may be used for any form of extension work, and all instruction must be given at the institutions receiving these funds, except that a reasonable portion of the funds provided by the act of 1907 may be used for the instruction of teachers in agriculture, mechanic arts, and domestic science at summer schools, teachers' institutes, and by correspondence, and in supervising and directing work in these subjects in high schools.

## TRAINING OF TEACHERS

All or a part of the funds provided by the act of March 4, 1907, may be used "for providing courses for the special preparation of instructors for teaching the elements of agriculture and mechanic arts." It is held that this language authorizes expenditures for instruction in the history of agriculture and industrial education, in methods of teaching agriculture, mechanic arts, and home economics, and also for special aid and supervision given to teachers actively engaged in teaching agriculture, mechanic arts, and home economics in public schools. It does not authorize expenditures for general courses in pedagogy, psychology, history of education, and methods of teaching.

## REPORTS OF TREASURERS

In order that uniformity in the reports of treasurers may be obtained, the following classification of subjects that may be included under the several schedules has been prepared, such classification to be adhered to by the treasurers of the various institutions in the preparation of their annual reports:

*Schedule A.—Instruction in agriculture*

- |                  |                      |                        |
|------------------|----------------------|------------------------|
| 1. Agriculture.  | 4. Agronomy.         | 7. Veterinary science. |
| 2. Horticulture. | 5. Animal husbandry. | 8. Poultry industry.   |
| 3. Forestry.     | 6. Dairying.         | 9. Apiculture.         |

Schedule B.—*Instruction in mechanic arts*

- |                            |                              |                  |
|----------------------------|------------------------------|------------------|
| 1. Mechanical engineering. | 7. Railway engineering.      | 13. Ceramics.    |
| 2. Civil engineering.      | 8. Experimental engineering. | 14. Stenography. |
| 3. Electrical engineering. | 9. Textile industry.         | 15. Typewriting. |
| 4. Irrigation engineering. | 10. Architecture.            | 16. Telegraphy.  |
| 5. Mining engineering.     | 11. Machine design.          | 17. Printing.    |
| 6. Marine engineering.     | 12. Mechanical drawing.      | 18. Shopwork.    |

Schedule C.—*Instruction in English language*

- |                        |                 |             |
|------------------------|-----------------|-------------|
| 1. English language.   | 3. Composition. | 5. Oratory. |
| 2. English literature. | 4. Rhetoric.    |             |

Schedule D.—*Instruction in mathematical sciences*

- |                 |                 |               |
|-----------------|-----------------|---------------|
| 1. Mathematics. | 2. Bookkeeping. | 3. Astronomy. |
|-----------------|-----------------|---------------|

Schedule E.—*Instruction in natural and physical sciences*

- |               |                 |                         |
|---------------|-----------------|-------------------------|
| 1. Chemistry. | 6. Geology.     | 11. Bacteriology.       |
| 2. Physics.   | 7. Mineralogy.  | 12. Pharmacy.           |
| 3. Biology.   | 8. Metallurgy.  | 13. Physical geography. |
| 4. Botany.    | 9. Entomology.  | 14. Meteorology.        |
| 5. Zoology.   | 10. Physiology. |                         |

Schedule F.—*Instruction in economic sciences*

- |                       |                         |               |
|-----------------------|-------------------------|---------------|
| 1. Political economy. | 3. Commercial geography | 4. Sociology. |
| 2. Home economics.    |                         |               |

Schedule G.—*Special preparation of teachers*

1. History of industrial education (with special reference to agriculture, mechanic arts, and home economics).
2. Methods of teaching agriculture, mechanic arts, and home economics.
3. Special instruction to persons teaching agriculture, mechanic arts, and home economics.

MILITARY TRAINING AT THE LAND-GRANT COLLEGES

EXTRACTS FROM THE NATIONAL DEFENSE ACT, APPROVED JUNE 3, 1916, AS AMENDED <sup>2</sup>

SEC. 40. RESERVE OFFICERS' TRAINING CORPS—ORGANIZATION.—The President is hereby authorized to establish and maintain in civil educational institutions a Reserve Officers' Training Corps, one or more units in number, which shall consist of a senior division organized at universities and colleges granting degrees, including State universities and those State institutions that are required to provide instruction in military tactics under the act of Congress of July 2, 1862, donating lands for the establishment of colleges where the leading object shall be practical instruction in agriculture and the mechanic arts, including military tactics, and at those essentially military schools not conferring academic degrees, specially designated by the Secretary of War as qualified, and a junior division organized at all other public and private educational institutions, and each division shall consist of units of the several arms, corps, or services in such number and such strength as the President may prescribe: *Provided*, That no such unit shall be established or maintained at any institution until an officer of the Regular Army shall have been detailed as professor of military science and tactics, nor until such institution shall maintain under military instruction at least one hundred physically fit male students, except that in the case of units other than infantry, cavalry or artillery the minimum number shall be fifty: *Provided further*, That except at State institutions described in this section, no unit shall be established or maintained in an educational institution until the

<sup>2</sup> Army Regulations No. 145-10, Dec. 15, 1924.



authorities of the same agree to establish and maintain a two years' elective or compulsory course of military training as a minimum for its physically fit male students, which course, when entered upon by any student, shall, as regards such student, be a prerequisite for graduation unless he is relieved of this obligation by regulations to be prescribed by the Secretary of War.

SEC. 40a. RESERVE OFFICERS' TRAINING CORPS COURSES.—The Secretary of War is hereby authorized to prescribe standard courses of theoretical and practical military training for units of the Reserve Officers' Training Corps, and no unit of such corps shall be organized or maintained at any educational institution the authorities of which fail or neglect to adopt into their curriculum the prescribed courses of military training or to devote at least an average of three hours per week per academic year to such military training, except as provided in section 47c of this act.

SEC. 40b. PERSONNEL FOR DUTY WITH RESERVE OFFICERS' TRAINING CORPS.—The President is hereby authorized to detail such numbers of officers, warrant officers, and enlisted men of the Regular Army, either active or retired, as may be necessary for duty as professors of military science and tactics, assistant professors of military science and tactics, and military instructors at educational institutions where one or more units of the Reserve Officers' Training Corps are maintained. \* \* \*

SEC. 44. Eligibility to membership in the Reserve Officers' Training Corps shall be limited to students of institutions in which units of such corps may be established who are citizens of the United States, who are not less than fourteen years of age, and whose bodily condition indicates that they are physically fit to perform military duty, or will be so upon arrival at military age.

SEC. 47. SUPPLIES FOR RESERVE OFFICERS' TRAINING CORPS.—The Secretary of War, under such regulations as he may prescribe, is hereby authorized to issue to institutions at which one or more units of the Reserve Officers' Training Corps are maintained such public animals, transportation, arms, ammunition, supplies, tentage, equipment, and uniforms belonging to the United States as he may deem necessary, and to forage at the expense of the United States public animals so issued, to pay commutation in lieu of uniforms at a rate to be fixed annually by the Secretary of War, and to authorize such expenditure from proper Army appropriations as he may deem necessary for the efficient maintenance of the Reserve Officers' Training Corps. He shall require from each institution to which property of the United States is issued a bond in the value of the property issued for the care and safe-keeping thereof, except for uniforms, expendable articles, and supplies expended in operation, maintenance, and instruction, and for its return when required.

SEC. 47a. RESERVE OFFICERS' TRAINING CORPS CAMPS.—The Secretary of War is hereby authorized to maintain camps for the further practical instruction of the members of the Reserve Officers' Training Corps, no such camps to be maintained for a longer period than six weeks in any one year, except in time of actual or threatened hostilities; to transport members of such corps to and from such camps at the expense of the United States so far as appropriations will permit, to subsist them at the expense of the United States while traveling to and from such camps and while remaining therein so far as appropriations will permit, or in lieu of transporting them to and from such camps and subsisting them while en route, to pay them travel allowances at the rate of 5 cents per mile for the distance by the shortest usually traveled route from the places from which they are authorized to proceed to the camp and for the return travel thereto, and to make the payment of travel allowances for the return journey in advance of the actual performance of the same, and to admission to military hospitals at such camps, and to furnish medical attendance and supplies; to use the troops of the Regular Army, and such Government property as he may deem necessary, for the military training of the members of such corps while in attendance at such camps; and to prescribe regulations for the government of such camps.

SEC. 47b. APPOINTMENT OF GRADUATES OF RESERVE OFFICERS' TRAINING CORPS AS RESERVE OFFICERS.—The President alone, under such regulations as he may prescribe, is hereby authorized to appoint as a reserve officer of the Army of the United States any graduate of the senior division of the Reserve Officers' Training Corps who shall have satisfactorily completed the further training provided for in section 47a of this act, or any graduate of the junior division who shall have satisfactorily completed the courses of military training prescribed for the senior division and the further training provided for in section 47a of the act, and shall have participated in such practical instruction sub-

sequent to graduation as the Secretary of War shall prescribe, who shall have arrived at the age of twenty-one years and who shall agree, under oath in writing, to serve the United States in the capacity of a reserve officer of the Army of the United States during a period of at least five years from the date of his appointment as such reserve officer, unless sooner discharged by proper authority: *Provided*, That no reserve officer appointed pursuant to this act shall be entitled to retirement, or to retired pay, and shall be eligible for pension only for disability incurred in line of duty in active service or while serving with the Army pursuant to provisions of this act.

SEC. 47c. PAY AND COMMUTATION OF SUBSISTENCE, RESERVE OFFICERS' TRAINING CORPS.—When any member of the senior division of the Reserve Officers' Training Corps has completed two academic years of service in that division, and has been selected for advanced training by the president of the institution and by the professor of military science and tactics, and has agreed in writing to continue in the Reserve Officers' Training Corps for the remainder of his course at the institution, devoting five hours per week to the military training prescribed by the Secretary of War, and has agreed in writing to pursue the course in camp training prescribed by the Secretary of War, he may be furnished at the expense of the United States commutation of subsistence at such rate, not exceeding the cost of the garrison ration prescribed for the Army, as may be fixed by the Secretary of War, during the remainder of his service in the Reserve Officers' Training Corps, not exceeding two years: *Provided*, That any medical, dental, or veterinary student may be admitted to a Medical, Dental, or Veterinary Corps unit of the Reserve Officers' Training Corps for a course of training at the rate of ninety hours of instruction per annum for the four collegiate years, and if at the end of two years of such training he has been selected by the professor of military science and tactics and the head of the institution for advanced training, and has agreed in writing to continue in the Reserve Officers' Training Corps for the remainder of his course at the institution, and has agreed in writing to pursue the course in camp training prescribed by the Secretary of War, he may be furnished, at the expense of the United States, with commutation of subsistence at such rate not exceeding the cost of the garrison ration prescribed for the Army, as may be fixed by the Secretary of War, during the remainder of his service in the Reserve Officers' Training Corps, not exceeding two years: *Provided further*, That any reserve officer who is also a medical, dental, or veterinary student may be admitted to such Medical, Dental, or Veterinary Corps unit for such training, under such rules and regulations as the Secretary of War may prescribe: *Provided further*, That members of the Reserve Officers' Training Corps, or other persons authorized by the Secretary of War to attend advanced course camps, shall be paid for attendance at such camps at the rate prescribed for soldiers of the seventh grade of the Regular Army.

#### RULINGS OF THE WAR DEPARTMENT

Regulations and instructions of the War Department governing the establishment, administration, and maintenance of the Reserve Officers' Training Corps at educational institutions (including the land-grant colleges) and the issue of Government property thereto are given in detail in Army Regulations No. 145-10, Dec. 15, 1924.

Such of these regulations and instructions as affect especially the land-grant colleges are as follows:

13. *Land-grant institutions*.—The obligations to provide military instruction imposed on land-grant institutions by the act of July 2, 1862, are not altered by the National Defense Act as amended, nor by these regulations.

89. *Classes MC, M, C, SM*.—Institutions to which officers of the Army are detailed under the provisions of the National Defense Act as amended, and of section 1225, Revised Statutes, will be classified by the War Department as follows:

a. *Class MC*.—Colleges and universities (including land-grant institutions) where the curriculum is sufficiently advanced to carry with it a degree, where military training is compulsory throughout the course, where the students are habitually in uniform, where the average age of the students on graduation is not less than 21 years, where military discipline is constantly maintained, and



where one of the leading objects is the development of the student by means of military drill and by regulating his daily conduct according to the principles of military discipline.

b. *Class M.*—Essentially military institutions where the curriculum is not sufficiently advanced to carry with it a degree, or where the average age of the students on graduation is less than 21 years, where military training is compulsory throughout, where the students are habitually in uniform, and where military discipline is constantly maintained.

c. *Class C.*—Colleges and universities (including land-grant institutions) not essentially military, where the curriculum is sufficiently advanced to carry with it a degree, and where the average age of the students on graduation is not less than 21 years.

d. *Class SM.*—Institutions not included in any of the classes mentioned above.

80. "*Distinguished colleges*," *requirements and number.*—Not exceeding 30 per cent of the total number of colleges and universities in each army area which maintain exceptionally efficient senior Reserve Officers' Training Corps units of the combat branches will be designated annually by the War Department as "distinguished colleges."

The following outlines the principal factors which will be considered in the determination of the "distinguished colleges."

a. Support of Reserve Officers' Training Corps by the institution:

- (1) Facilities for practical and theoretical instruction and for care of animals and equipment.
- (2) Cooperation of faculty and the departments of the institution.
- (3) Academic credits.

b. Support of Reserve Officers' Training Corps by the student body:

- (1) Enrollment in basic and advanced courses.
- (2) Appointments to Officers' Reserve Corps and certificates of eligibility for such commissions.

c. Efficiency of theoretical Reserve Officers' Training Corps instruction.

d. Efficiency of practical Reserve Officers' Training Corps instruction.

81. "*Honor military schools*," *requirements and number.*—Not exceeding 30 per cent of the total number of essentially military schools (Class M) in the United States which maintain exceptionally efficient Reserve Officers' Training Corps units will be designated annually by the War Department as "honor military schools."

The factors which will be considered in the annual determination of the "honor military schools" will be essentially similar to those outlined in paragraph 80 for "distinguished colleges."

82. *Selection of "distinguished colleges" and "honor military schools."*—A special inspection of selected educational institutions maintaining Reserve Officers' Training Corps units and recommended for such inspection by corps area commanders will, if practicable, be made annually by such board as may be directed by the Secretary of War for the purpose of selecting the "distinguished colleges" and "honor military schools." This inspection will begin about March 15, and will be completed on or about June 1.

After careful consideration of the reports of this inspection, the board will prepare and submit to the Chief of Staff, not later than June 15, the list of institutions recommended for designation as "distinguished colleges" and "honor military schools."

In case it is not practicable to have an inspection made by a board of officers, the method of designation will be as otherwise prescribed by the Secretary of War.

83. *Institutions recommended by corps area commanders for inspection.*—Corps area commanders will forward annually to The Adjutant General, to arrive not later than February 15, lists of the institutions within their respective corps areas maintaining units of the Reserve Officers' Training Corps which are recommended for inspection by a board of officers to determine their eligibility for designation as distinguished colleges or honor military schools. With these lists will be furnished the dates of closing of the institutions named, and the dates after March 15 when each institution is not available for inspection.

86. *Honor graduates of honor military schools.*—a. For each year that an essentially military school is designated as an honor military school one member of the class graduating in the academic year following that in which the inspection is held, to be selected by the head of the institution and the professor of military science and tactics, will, upon graduation, be rated as honor graduate.



b. No student will be rated as "honor graduate" unless he has in his school work shown proficiency in subjects amounting to not less than the 14 units prescribed by the regulations for admission to the United States Military Academy. The requirements for admission are shown in detail in the War Department pamphlet, "Information relative to the appointment and admission of cadets to the United States Military Academy," which may be obtained from The Adjutant General.

57. *Definition of "honor graduate."*—The term "honor graduate" is understood to apply to a graduate whose attainments in scholarship have been so marked as to receive the approbation of the head of the school or college, and whose proficiency in military training and intelligent attention to duty have merited the approbation of the professor of military science and tactics. The honor graduate must be a citizen of the United States, of exemplary habits, and of good moral character.

58. *"Honor graduates" of "honor military schools" as candidates for the United States Military Academy.*—In accordance with the provisions of the act of May 4, 1916 (39 Stat. 62), "honor graduates" of "honor schools" may be appointed as candidates for the United States Military Academy. The term "honor school" mentioned in that act will apply to "honor military schools." Honor graduates of "honor military schools" will be selected for appointment as cadets of the United States Military Academy in the following manner:

The Adjutant General will maintain a roster of "honor military schools" as determined by annual War Department inspections of educational institutions.

At an early date in each year, The Adjutant General will anticipate the vacancies in the Corps of Cadets which are open to honor graduates and will make an equitable distribution of those vacancies among the "honor military schools" and notify them accordingly. Each designated institution will notify The Adjutant General at a specified time of the name of the selected honor graduate from that year's graduating class.

An honor graduate of a selected institution will, without mental examination but subject to a satisfactory physical examination, be appointed a cadet of the United States Military Academy upon the certificate of the head of the institution that the appointee is the honor graduate of that year of that institution. The honor graduate must, at date of admission to the United States Military Academy, be between the ages of 17 and 22.

#### FREE MAIL PRIVILEGE

Section 490 of the Postal Laws and Regulations of the United States (1924) relating to the free transmission of reports of agricultural colleges reads as follows:

SEC. 490. One copy of (each of the annual reports required by law to be made to the Secretary of the Interior and the Secretary of Agriculture, by such colleges as are or may hereafter be established for the benefit of agriculture and the mechanic arts in the several States and Territories under the provisions of the act of July 2, 1862, entitled "An act donating public lands to the several States and Territories, which may provide colleges for the benefit of agriculture and the mechanic arts, and the acts amendatory thereof) \* \* \* shall be transmitted by mail free, by each, to all the other colleges which may be endowed under the provisions of this act (of July 2, 1862), and also one copy to the Secretary of the Interior (and the Secretary of Agriculture).

NOTE.—The matter in parentheses in connection with the text shows the present law, though the exact words of the statutes are not given.

2. Postmasters at offices where colleges are established under the provisions of the act of July 2, 1862, shall receive from the officers thereof the reports referred to addressed, one copy each, to such other colleges and to the Secretary of the Interior and the Secretary of Agriculture, and affix to each a penalty label or official envelope of the post office, and forward the same free.

#### DEPOSITORIES FOR PUBLIC DOCUMENTS

Clause in act providing for the printing, binding, and distribution of public documents.

All land-grant colleges shall be constituted as depositories for public documents subject to the provisions and limitations of the depository laws.

Approved, March 1, 1907 (34 Stat. L. 1012, 1014).

## THE SMITH-HUGHES VOCATIONAL EDUCATION ACT

**AN ACT** To provide for the promotion of vocational education; to provide for cooperation with the States in promotion of such education in agriculture and the trades and industries; to provide for cooperation with the States in the preparation of teachers of vocational subjects; and to appropriate money and regulate its expenditure.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there is hereby annually appropriated, out of any money in the Treasury not otherwise appropriated, the sums provided in sections two, three, and four of this act, to be paid to the respective States for the purpose of cooperating with the States in paying the salaries of teachers, supervisors, and directors of agricultural subjects, and teachers of trade, home economics, and industrial subjects, and in the preparation of teachers of agricultural, trade, industrial, and home economics subjects; and the sum provided for in section seven for the use of the Federal Board for Vocational Education for the administration of this act and for the purpose of making studies, investigations, and reports to aid in the organization and conduct of vocational education, which sums shall be expended as hereinafter provided.

SEC. 2. That for the purpose of cooperating with the States in paying the salaries of teachers, supervisors, or directors of agricultural subjects there is hereby appropriated for the use of the States, subject to the provisions of this act, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$2,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$2,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of \$3,000,000. Said sums shall be allotted to the States in the proportion which their rural population bears to the total rural population in the United States, not including outlying possessions, according to the last preceding United States census: *Provided*, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than \$10,000 for any fiscal year thereafter, and there is hereby appropriated the following sums, or so much thereof as may be necessary, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$48,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$18,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$14,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$11,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$9,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$34,000; and annually thereafter the sum of \$27,000.

SEC. 3. That for the purpose of cooperating with the States in paying the salaries of teachers of trade, home economics, and industrial subjects there is hereby appropriated for the use of the States, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$2,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$2,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, the sum of \$3,000,000; and annually thereafter the sum of \$3,000,000. Said sums shall be allotted to the States in the proportion which their urban population bears to the total urban population in the United



States, not including outlying possessions, according to the last preceding United States census: *Provided*, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than \$10,000 for any fiscal year thereafter, and there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$66,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$46,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$28,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$25,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$22,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$19,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$56,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of \$50,000.

That not more than twenty per centum of the money appropriated under this act for the payment of salaries of teachers of trade, home economics, and industrial subjects, for any year, shall be expended for the salaries of teachers of home economics subjects.

SEC. 4. That for the purpose of cooperating with the States in preparing teachers, supervisors, and directors of agricultural subjects and teachers of trade and industrial and home economics subjects there is hereby appropriated for the use of the States for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$700,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$900,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of \$1,000,000. Said sums shall be allotted to the States in the proportion which their population bears to the total population of the United States, not including outlying possessions, according to the last preceding United States census: *Provided*, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and nineteen, nor less than \$10,000 for any fiscal year thereafter. And there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$46,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$32,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of \$90,000.

SEC. 5. That in order to secure the benefits of the appropriations provided for in sections two, three, and four of this act, any State shall, through the legislative authority thereof, accept the provisions of this act and designate or create a State board, consisting of not less than three members, and having all necessary power to cooperate, as herein provided, with the Federal Board for Vocational Education in the administration of the provisions of this act. The State board of education, or other board having charge of the administration of public education in the State, or any State board having charge of the administration of any kind of vocational education in the State may, if the State so elect, be designated as the State board, for the purposes of this act.

In any State the legislature of which does not meet in nineteen hundred and seventeen, if the governor of that State, so far as he is authorized to do so, shall accept the provisions of this act and designate or create a State board of not less than three members to act in cooperation with the Federal Board for Vocational Education, the Federal board shall recognize such local board for the purposes of this act until the legislature of such State meets in due course and has been in session sixty days.

Any State may accept the benefits of any one or more of the respective funds herein appropriated, and it may defer the acceptance of the benefits of any one or more of such funds, and shall be required to meet only the conditions relative to the fund or funds the benefits of which it has accepted: *Provided*, That after June thirtieth, nineteen hundred and twenty, no State shall receive any appro-



priation for salaries of teachers, supervisors, or directors of agricultural subjects, until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers, supervisors, or directors of agricultural subjects, as provided for in this act, and that after said date no State shall receive any appropriation for the salaries of teachers of trade, home economics, and industrial subjects until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers of trade, home economics, and industrial subjects, as provided for in this act.

SEC. 6. That a Federal Board for Vocational Education is hereby created, to consist of the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the United States Commissioner of Education, and three citizens of the United States to be appointed by the President, by and with the advice and consent of the Senate. One of said three citizens shall be a representative of the manufacturing and commercial interests, one a representative of the agricultural interests, and one a representative of labor. The board shall elect annually one of its members as chairman. In the first instance, one of the citizen members shall be appointed for one year, one for two years, and one for three years, and thereafter for three years each. The members of the board other than the members of the Cabinet and the United States Commissioner of Education shall receive a salary of \$5,000 per annum.

The board shall have power to cooperate with State boards in carrying out the provisions of this act. It shall be the duty of the Federal Board for Vocational Education to make, or cause to have made, studies, investigations, and reports, with particular reference to their use in aiding the States in the establishment of vocational schools and classes and in giving instruction in agriculture, trades, and industries, commerce and commercial pursuits, and home economics. Such studies, investigations, and reports shall include agriculture and agricultural processes and requirements upon agricultural workers; trades, industries, and apprenticeships, trade and industrial requirements upon industrial workers, and classification of industrial processes and pursuits; commerce and commercial pursuits and requirements upon commercial workers; home management, domestic science, and the study of related facts and principles; and problems of administration of vocational schools and of courses of study and instruction in vocational subjects.

When the board deems it advisable such studies, investigations, and reports concerning agriculture, for the purposes of agricultural education, may be made in cooperation with or through the Department of Agriculture; such studies, investigations, and reports concerning trades and industries, for the purposes of trade and industrial education, may be made in cooperation with or through the Department of Labor; such studies, investigations, and reports concerning commerce and commercial pursuits, for the purposes of commercial education, may be made in cooperation with or through the Department of Commerce; such studies, investigations, and reports concerning the administration of vocational schools, courses of study and instruction in vocational subjects may be made in cooperation with or through the Bureau of Education.

The Commissioner of Education may make such recommendations to the board relative to the administration of this act as he may from time to time deem advisable. It shall be the duty of the chairman of the board to carry out the rules, regulations, and decisions which the board may adopt. The Federal Board for Vocational Education shall have power to employ such assistants as may be necessary to carry out the provisions of this act.

SEC. 7. That there is hereby appropriated to the Federal Board for Vocational Education the sum of \$200,000 annually, to be available from and after the passage of this act, for the purpose of making or cooperating in making the studies, investigations, and reports provided for in section 6 of this act, and for the purpose of paying the salaries of the officers, the assistants, and such office and other expenses as the board may deem necessary to the execution and administration of this act.

SEC. 8. That in order to secure the benefits of the appropriation for any purpose specified in this act, the State board shall prepare plans showing the kinds of vocational education for which it is proposed that the appropriation shall be used; the kinds of schools and equipment; courses of study; methods of instruction; qualifications of teachers; and in the case of agricultural subjects the qualifications of supervisors or directors; plans for the training of teachers; and in the case of agricultural subjects, plans for the supervision of agricultural education, as provided for in section ten. Such plans shall be submitted by the State board to the Federal Board for Vocational Education, and if the

Federal board finds the same to be in conformity with the provisions and purposes of this act the same shall be approved. The State board shall make an annual report to the Federal Board for Vocational Education on or before September first of each year on the work done in the State and the receipts and expenditures of money under the provisions of this act.

SEC. 9. That the appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects and of teachers of trade, home economics, and industrial subjects shall be devoted exclusively to the payment of salaries of such teachers, supervisors, or directors having the minimum qualifications set up for the State by the State board, with the approval of the Federal Board for Vocational Education. The cost of instruction supplementary to the instruction in agricultural and in trade, home economics, and industrial subjects provided for in this act necessary to build a well-rounded course of training, shall be borne by the State and local communities, and no part of the cost thereof shall be borne out of the appropriations herein made. The moneys expended under the provisions of this act, in cooperation with the States, for the salaries of teachers, supervisors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, shall be conditioned that for each dollar of Federal money expended for such salaries the State or local community, or both, shall expend an equal amount for such salaries; and that appropriations for the training of teachers of vocational subjects, as herein provided, shall be conditioned that such money be expended for maintenance of such training and that for each dollar of Federal money so expended for maintenance the State or local community, or both, shall expend an equal amount for the maintenance of such training.

SEC. 10. That any State may use the appropriation for agricultural purposes, or any part thereof allotted to it, under the provisions of this act, for the salaries of teachers, supervisors, or directors of agricultural subjects, either for the salaries of teachers of such subjects in schools or classes or for the salaries of supervisors or directors of such subjects under a plan of supervision for the State to be set up by the State board, with the approval of the Federal Board for Vocational Education. That in order to receive the benefits of such appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects the State board of any State shall provide in its plan for agricultural education that such education shall be that which is under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and be designed to meet the needs of persons over fourteen years of age who have entered upon or who are preparing to enter upon the work of the farm or of the farm home; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement for such education in schools and classes in the State; that the amount expended for the maintenance of such education in any school or class receiving the benefit of such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal board as the minimum for such schools or classes in the State; that such schools shall provide for directed or supervised practice in agriculture, either on a farm provided for by the school or other farm, for at least six months per year; that the teachers, supervisors, or directors of agricultural subjects shall have at least the minimum qualifications determined for the State by the State board, with the approval of the Federal Board for Vocational Education.

SEC. 11. That in order to receive the benefits of the appropriation for the salaries of teachers of trade, home economics, and industrial subjects the State board of any State shall provide in its plan for trade, home economics, and industrial education that such education shall be given in schools or classes under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and shall be designed to meet the needs of persons over fourteen years of age who are preparing for a trade or industrial pursuit or who have entered upon the work of a trade or industrial pursuit; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement in such State for education for any given trade or industrial pursuit; that the total amount expended for the maintenance of such education in any school or class receiving the benefit of



such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal board, as the minimum for such schools or classes in the State; that such schools or classes giving instruction to persons who have not entered upon employment shall require that at least half of the time of such instruction be given to practical work on a useful or productive basis, such instruction to extend over not less than nine months per year and not less than thirty hours per week; that at least one-third of the sum appropriated to any State for the salaries of teachers of trade, home economics, and industrial subjects shall, if expended, be applied to part-time schools or classes for workers over fourteen years of age who have entered upon employment, and such subjects in a part-time school or class may mean any subject given to enlarge the civic or vocational intelligence of such workers over fourteen and less than eighteen years of age; that such part-time schools or classes shall provide for not less than one hundred and forty-four hours of classroom instruction per year; that evening industrial schools shall fix the age of sixteen years as a minimum entrance requirement and shall confine instruction to that which is supplemental to the daily employment; that the teachers of any trade or industrial subject in any State shall have at least the minimum qualifications for teachers of such subject determined upon for such State by the State board, with the approval of the Federal Board for Vocational Education: *Provided*, That for cities and towns of less than twenty-five thousand population, according to the last preceding United States census, the State board, with the approval of the Federal Board for Vocational Education, may modify the conditions as to the length of course and hours of instruction per week for schools and classes giving instruction to those who have not entered upon employment, in order to meet the particular needs of such cities and towns.

SEC. 12. That in order for any State to receive the benefits of the appropriation in this act for the training of teachers, supervisors, or directors of agricultural subjects, or of teachers of trade, industrial or home economics subjects, the State board of such State shall provide in its plan for such training that the same shall be carried out under the supervision of the State board; that such training shall be given in schools or classes under public supervision or control; that such training shall be given only to persons who have had adequate vocational experience or contact in the line of work for which they are preparing themselves as teachers, supervisors, or directors, or who are acquiring such experience or contact as a part of their training; and that the State board, with the approval of the Federal board, shall establish minimum requirements for such experience or contact for teachers, supervisors, or directors of agricultural subjects and for teachers of trade, industrial, and home economics subjects; that not more than sixty per centum nor less than twenty per centum of the money appropriated under this act for the training of teachers of vocational subjects to any State for any year shall be expended for any one of the following purposes: For the preparation of teachers, supervisors, or directors of agricultural subjects, or the preparation of teachers of trade and industrial subjects, or the preparation of teachers of home economics subjects.

SEC. 13. That in order to secure the benefits of the appropriations for the salaries of teachers, supervisors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, or for the training of teachers as herein provided, any State shall, through the legislative authority thereof, appoint as custodian for said appropriations its State treasurer, who shall receive and provide for the proper custody and disbursements of all money paid to the State from said appropriations.

SEC. 14. That the Federal Board for Vocational Education shall annually ascertain whether the several States are using, or are prepared to use, the money received by them in accordance with the provisions of this act. On or before the first day of January of each year the Federal Board for Vocational Education shall certify to the Secretary of the Treasury each State which has accepted the provisions of this act and complied therewith, certifying the amounts which each State is entitled to receive under the provisions of this act. Upon such certification the Secretary of the Treasury shall pay quarterly to the custodian for vocational education of each State the moneys to which it is entitled under the provisions of this act. The moneys so received by the custodian for vocational education for any State shall be paid out on the requisition of the State board as reimbursement for expenditures already incurred to such schools as are approved by said State board and are entitled to receive such moneys under the provisions of this act.

SEC. 15. That whenever any portion of the fund annually allotted to any State has not been expended for the purpose provided for in this act, a sum equal to



such portion shall be deducted by the Federal board from the next succeeding annual allotment from such fund to such State.

SEC. 16. That the Federal Board for Vocational Education may withhold the allotment of moneys to any State whenever it shall be determined that such moneys are not being expended for the purposes and under the conditions of this act.

If any allotment is withheld from any State, the State board of such State may appeal to the Congress of the United States, and if the Congress shall not direct such sum to be paid it shall be covered into the Treasury.

SEC. 17. That if any portion of the moneys received by the custodian for vocational education of any State under this act, for any given purpose named in this act, shall by any action or contingency, be diminished or lost, it shall be replaced by such State, and until so replaced no subsequent appropriation for such education shall be paid to such State. No portion of any moneys appropriated under this act for the benefit of the States shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings or equipment, or for the purchase or rental of lands, or for the support of any religious or privately owned or conducted school or college.

SEC. 18. That the Federal Board for Vocational Education shall make an annual report to Congress, on or before December first, on the administration of this act and shall include in such report the reports made by the State boards on the administration of this act by each State and the expenditure of the money allotted to each State.

Approved, February 23, 1917.

## AGRICULTURAL EXPERIMENT STATIONS

### ACT OF 1887 ESTABLISHING AGRICULTURAL EXPERIMENT STATIONS

[Hatch Act]

AN ACT To establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July second, eighteen hundred and sixty-two, and of the acts supplementary thereto.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That in order to aid in acquiring and diffusing among the people of the United States useful and practical information on subjects connected with agriculture, and to promote scientific investigation and experiment respecting the principles and applications of agricultural science, there shall be established under direction of the college or colleges or agricultural departments of colleges in each State or Territory established, or which may hereafter be established, in accordance with the provisions of an act approved July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," or any of the supplements to said act, a department to be known and designated as an "agricultural experiment station." *Provided,* That in any State or Territory in which two such colleges have been or may be so established the appropriation hereinafter made to such State or Territory shall be equally divided between such colleges, unless the legislature of such State or Territory shall otherwise direct.

SEC. 2. That it shall be the object and duty of said experiment stations to conduct original researches or verify experiments on the physiology of plants and animals; the diseases to which they are severally subject, with the remedies for the same; the chemical composition of useful plants at their different stages of growth; the comparative advantages of rotative cropping as pursued under the varying series of crops; the capacity of new plants or trees for acclimation; the analysis of soils and water; the chemical composition of manures, natural or artificial, with experiments designed to test the comparative effects on crops of different kinds; the adaptation and value of grasses and forage plants; the composition and digestibility of the different kinds of food for domestic animals; the scientific and economic questions involved in the production of butter and cheese; and such other researches or experiments bearing directly on the agricultural industry of the United States as may in each case be deemed advisable, having due regard to the varying conditions and needs of the respective States and Territories.

SEC. 3. That in order to secure, as far as practicable, uniformity of methods and results in the work of said stations, it shall be the duty of the United States Commissioner [now Secretary] of Agriculture to furnish forms, as far as prac-

ticable for the tabulation of results of investigation or experiment; to indicate from time to time such lines of inquiry as to him shall seem most important, and, in general, to furnish such advice and assistance as will best promote the purpose of this act. It shall be the duty of each of said stations annually, on or before the first of February, to make to the governor of the State or Territory in which it is located a full and detailed report of its operations, including a statement of receipts and expenditures, a copy of which report shall be sent to each of said stations, to the said Commissioner [now Secretary] of Agriculture, and to the Secretary of the Treasury of the United States.

SEC. 4. That bulletins or reports of progress shall be published at said stations at least once in three months, one copy of which shall be sent to each newspaper in the States or Territories in which they are respectively located, and to such individuals actually engaged in farming as may request the same and as far as the means of the station will permit. Such bulletins or reports and the annual reports of said stations shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General may from time to time prescribe.

SEC. 5. That for the purpose of paying the necessary expenses of conducting investigations and experiments and printing and distributing the results as hereinbefore prescribed, the sum of fifteen thousand dollars per annum is hereby appropriated to each State, to be specially provided for by Congress in the appropriations from year to year, and to each Territory entitled under the provisions of section eight of this act, out of any money in the Treasury proceeding from the sales of public lands, to be paid in equal quarterly payments on the first day of January, April, July, and October in each year, to the treasurer or other officer duly appointed by the governing boards of said colleges to receive the same, the first payment to be made on the first day of October, eighteen hundred and eighty-seven: *Provided, however,* That out of the first annual appropriation so received by any station an amount not exceeding one-fifth may be expended in the erection, enlargement, or repair of a building or buildings necessary for carrying on the work of such station; and thereafter an amount not exceeding five per centum of such annual appropriation may be so expended.

SEC. 6. That whenever it shall appear to the Secretary of the Treasury from the annual statement of receipts and expenditures of any of said stations that a portion of the preceding annual appropriation remains unexpended, such amount shall be deducted from the next succeeding annual appropriation to such station, in order that the amount of money appropriated to any station shall not exceed the amount actually and necessarily required for its maintenance and support.

SEC. 7. That nothing in this act shall be construed to impair or modify the legal relation existing between any of the said colleges and the government of the States or Territories in which they are respectively located.

SEC. 8. That in States having colleges entitled under this section to the benefits of this act and having also agricultural experiment stations established by law separate from said colleges, such States shall be authorized to apply such benefits to experiments at stations so established by such States; and in case any State shall have established, under the provisions of said act of July second aforesaid, an agricultural department or experimental station in connection with any university, college, or institution not distinctly an agricultural college or school, and such State shall have established or shall hereafter establish a separate agricultural college or school, which shall have connected therewith an experimental farm or station, the legislature of such State may apply in whole or in part the appropriation by this act made to such separate agricultural college or school, and no legislature shall by contract, express or implied, disable itself from so doing.

SEC. 9. That the grants of moneys authorized by this act are made subject to the legislative assent of the several States and Territories to the purpose of said grants: *Provided,* That payment of such installment of the appropriation herein made as shall become due to any State before the adjournment of the regular session of its legislature meeting next after the passage of this act shall be made upon the assent of the governor thereof duly certified to the Secretary of the Treasury.

SEC. 10. Nothing in this act shall be held or construed as binding the United States to continue any payments from the Treasury to any or all the States or institutions mentioned in this act, but Congress may at any time amend, suspend, or repeal any or all the provisions of this act.

Approved, March 2, 1887 (24 Stat. L. 440).



## ACT OF 1888 AMENDING THE HATCH ACT

AN ACT To amend an act entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July second, eighteen hundred and sixty-two, and the acts supplementary thereto."

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the grants of money authorized by the act of Congress entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto," are subject as therein provided to the legislative assent of the States or Territories to be affected thereby; but as to such installments of the appropriations as may be now due or may hereafter become due, when the legislature may not be in session, the governor of said State or Territory may make the assent therein provided, and upon a duly certified copy thereof to the Secretary of the Treasury he shall cause the same to be paid in the manner provided in the act of which this is amendatory, until the termination of the next regular session of the legislature of such State or Territory.

Approved, June 7, 1888 (25 Stat. L. 176).

## ACT OF 1906 FOR THE FURTHER ENDOWMENT OF AGRICULTURAL EXPERIMENT STATIONS

[Adams Act]

AN ACT To provide for an increased annual appropriation for agricultural experiment stations and regulating the expenditure thereof.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there shall be, and hereby is, annually appropriated, out of any money in the Treasury not otherwise appropriated, to be paid as hereinafter provided, to each State and Territory, for the more complete endowment and maintenance of agricultural experiment stations now established or which may hereafter be established in accordance with the act of Congress approved March second, eighteen hundred and eighty-seven, the sum of five thousand dollars in addition to the sum named in said act for the year ending June thirtieth, nineteen hundred and six, and an annual increase of the amount of such appropriation thereafter for five years by an additional sum of two thousand dollars over the preceding year, and the annual amount to be paid thereafter to each State or Territory shall be thirty thousand dollars, to be applied only to paying the necessary expenses of conducting original researches or experiments bearing directly on the agricultural industry of the United States, having due regard to the varying conditions and needs of the respective States or Territories.

Sec. 2. That the sums hereby appropriated to the States and Territories for the further endowment and support of agricultural experiment stations shall be annually paid in equal quarterly payments on the first day of January, April, July, and October of each year by the Secretary of the Treasury, upon the warrant of the Secretary of Agriculture, out of the Treasury of the United States, to the treasurer or other officer duly appointed by the governing boards of said experiment stations to receive the same, and such officers shall be required to report to the Secretary of Agriculture on or before the first day of September of each year a detailed statement of the amount so received and of its disbursement, on schedules prescribed by the Secretary of Agriculture. The grants of money authorized by this act are made subject to legislative assent of the several States and Territories to the purpose of said grants: *Provided*, That payment of such installments of the appropriation herein made as shall become due to any State or Territory before the adjournment of the regular session of legislature meeting next after the passage of this act shall be made upon the assent of the governor thereof, duly certified by the Secretary of the Treasury.

Sec. 3. That if any portion of the moneys received by the designated officer of any State or Territory for the further and more complete endowment, support, and maintenance of agricultural experiment stations as provided in this act shall by any action or contingency be diminished or lost or be misplaced, it shall be replaced by said State or Territory to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to such State or Territory; and no portion of said moneys exceeding five per centum of each annual appropriation shall be applied directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or build-



ings, or to the purchase or rental of land. It shall be the duty of each of said stations annually, on or before the first day of February, to make to the governor of the State or Territory in which it is located a full and detailed report of its operations, including a statement of receipts and expenditures, a copy of which report shall be sent to each of said stations, to the Secretary of Agriculture, and to the Secretary of the Treasury of the United States.

SEC. 4. That on or before the first day of July in each year after the passage of this act the Secretary of Agriculture shall ascertain and certify to the Secretary of the Treasury as to each State and Territory whether it is complying with the provisions of this act and is entitled to receive its share of the annual appropriation for agricultural experiment stations under this act and the amount which thereupon each is entitled, respectively, to receive. If the Secretary of Agriculture shall withhold a certificate from any State or Territory of its appropriation, the facts and reasons therefor shall be reported to the President, and the amount involved shall be kept separate in the Treasury until the close of the next Congress, in order that the State or Territory may, if it shall so desire, appeal to Congress from the determination of the Secretary of Agriculture. If the next Congress shall not direct such sum to be paid, it shall be covered into the Treasury; and the Secretary of Agriculture is hereby charged with the proper administration of this law.

SEC. 5. That the Secretary of Agriculture shall make an annual report to Congress on the receipts and expenditures and work of the agricultural experiment stations in all of the States and Territories, and also whether the appropriation of any State or Territory has been withheld, and if so, the reason therefor.

SEC. 6. That Congress may at any time amend, suspend, or repeal any or all of the provisions of this act.

Approved, March 16, 1906 (34 Stat. L. 63).

#### INTERPRETATION OF THE ADAMS ACT

Extract from an act making appropriations for the United States Department of Agriculture for the fiscal year ended June 30, 1907.

The act of Congress approved March sixteenth, nineteen hundred and six, entitled "An act to provide for an increased annual appropriation for agricultural experiment stations and regulating the expenditure thereof," shall be construed to appropriate for each station the sum of five thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and six, the sum of seven thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and seven, the sum of nine thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and eight, the sum of eleven thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and nine, the sum of thirteen thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and ten, and the sum of fifteen thousand dollars for the fiscal year ending June thirtieth, nineteen hundred and eleven. The sum of five thousand dollars appropriated for the fiscal year nineteen hundred and six shall be paid on or before June thirtieth, nineteen hundred and six, and the amounts appropriated for the subsequent years shall be paid as provided in the said act to each State and Territory for the more complete endowment and maintenance of agricultural experiment stations now established or which may hereafter be established in accordance with the act of Congress approved March second, eighteen hundred and eighty-seven.

Approved, June 30, 1906 (34 Stat. L. 669, 696).

#### ACT OF 1925 FOR THE MORE COMPLETE ENDOWMENT OF THE AGRICULTURAL EXPERIMENT STATIONS

[Purnell Act]

AN ACT To authorize the more complete endowment of agricultural experiment stations, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That for the more complete endowment and maintenance of agricultural experiment stations now established, or which may hereafter be established, in accordance with the act of Congress approved March 2, 1887, there is hereby authorized to be appropriated, in addition to the amounts now received by such agricultural experiment stations, the sum of \$20,000 for the fiscal year ending June 30, 1926; \$30,000 for the fiscal year ending June 30, 1927; \$40,000 for the fiscal year ending June 30, 1928; \$50,000 for the fiscal year

ending June 30, 1929; \$60,000 for the fiscal year ending June 30, 1930; and \$60,000 for each fiscal year thereafter, to be paid to each State and Territory; and the Secretary of Agriculture shall include the additional sums above authorized to be appropriated in the annual estimates of the Department of Agriculture, or in a separate estimate, as he may deem best. The funds appropriated pursuant to this act shall be applied only to paying the necessary expenses of conducting investigations or making experiments bearing directly on the production, manufacture, preparation, use, distribution, and marketing of agricultural products and including such scientific researches as have for their purpose the establishment and maintenance of a permanent and efficient agricultural industry, and such economic and sociological investigations as have for their purpose the development and improvement of the rural home and rural life, and for printing and disseminating the results of said researches.

SEC. 2. That the sums hereby authorized to be appropriated to the States and Territories for the further endowment and support of agricultural experiment stations shall be annually paid in equal quarterly payments on the 1st day of January, April, July, and October of each year by the Secretary of the Treasury upon a warrant of the Secretary of Agriculture out of the Treasury of the United States, to the treasurer or other officer duly appointed by the governing boards of such agricultural experiment stations to receive the same and such officers shall be required to report to the Secretary of Agriculture on or before the 1st day of September of each year a detailed statement of the amount so received and of its disbursement on schedules prescribed by the Secretary of Agriculture. The grants of money authorized by this act are made subject to legislative assent of the several States and Territories to the purpose of said grants: *Provided*, That payment of such installments of the appropriation herein authorized to be made as shall become due to any State or Territory before the adjournment of the regular session of the legislature meeting next after the passage of this act shall be made upon the assent of the governor thereof duly certified to the Secretary of the Treasury.

SEC. 3. That if any portion of the moneys received by the designated officer of any State or Territory for the further and more complete endowment, support, and maintenance of agricultural experiment stations as provided in this act shall by any action or contingency be diminished or lost or be misapplied, it shall be replaced by said State or Territory to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to such State or Territory, and no portion of said moneys exceeding 10 per centum of each annual appropriation shall be applied directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or buildings or to the purchase or rental of land. It shall be the duty of each of the said stations annually, on or before the 1st day of February, to make to the governor of the State or Territory in which it is located a full and detailed report of its operations, including a statement of receipts and expenditures for the fiscal year next preceding, a copy of which report shall be sent to each of the said stations and the Secretary of Agriculture and to the Secretary of the Treasury of the United States.

SEC. 4. That on or before the 1st day of July in each year after the passage of this act the Secretary of Agriculture shall ascertain and certify to the Secretary of the Treasury as to each State and Territory whether it is complying with the provisions of this act and is entitled to receive its share of the annual appropriations for agricultural experiment stations under this act and the amount which thereupon each is entitled, respectively, to receive. If the Secretary of Agriculture shall withhold from any State or Territory a certificate of its appropriation, the facts and reasons therefor shall be reported to the President and the amount involved shall be kept separate in the Treasury until the close of the next Congress in order that the State or Territory may, if it shall so desire, appeal to Congress from the determination of the Secretary of Agriculture. If the next Congress shall not direct such sum to be paid, it shall be covered into the Treasury. The Secretary of Agriculture is hereby charged with the proper administration of this law.

SEC. 5. That the Secretary of Agriculture shall make an annual report to Congress on the receipts and expenditures and work of the agricultural experiment stations in all of the States and Territories, and also whether the appropriation of any State or Territory has been withheld; and if so, the reason therefor.

SEC. 6. That Congress may at any time amend, suspend, or repeal any and all of the provisions of this act.

Approved, February 24, 1925.



**ADMINISTRATION OF FEDERAL FUNDS FOR EXPERIMENT STATIONS**

Extract from an act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1926, and for other purposes.

**OFFICE OF EXPERIMENT STATIONS**

To carry into effect the provisions of an act approved March 2, 1887, entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July 2, 1862, and of the acts supplementary thereto," the sums apportioned to the several States, to be paid quarterly in advance, \$720,000.

To carry into effect the provisions of an act approved March 16, 1906, entitled "An act to provide for an increased annual appropriation for agricultural experiment stations and regulating the expenditure thereof," the sums apportioned to the several States, to be paid quarterly in advance, \$720,000.

To enable the Secretary of Agriculture to enforce the provisions of the acts approved March 2, 1887, and March 16, 1906, relative to their administration and for the administration of agricultural experiment stations in Alaska, Hawaii, Porto Rico, the Island of Guam, and the Virgin Islands of the United States, including the employment of clerks, assistants, and other persons in the city of Washington and elsewhere, freight and express charges, official traveling expenses, office fixtures, supplies, apparatus, telegraph and telephone service, gas, electric current, and rent outside of the District of Columbia, \$69,180; \* \* \* and the Secretary of Agriculture shall prescribe the form of the annual financial statement required under the above acts, ascertain whether the expenditures are in accordance with their provisions, coordinate the work of the Department of Agriculture with that of the State agricultural colleges and experiment stations in the lines authorized in said acts, and make report thereon to Congress.

To enable the Secretary of Agriculture to establish and maintain agricultural experiment stations in Alaska, Hawaii, Porto Rico, the Island of Guam, and the Virgin Islands of the United States, including the erection of buildings, the preparation, illustration, and distribution of reports and bulletins, and all other necessary expenses, \$230,680, as follows: Alaska, \$76,240; Hawaii, \$54,940; Porto Rico, \$56,460; Guam, \$20,860; and the Virgin Islands of the United States, \$22,180; and the Secretary of Agriculture is authorized to sell such products as are obtained on the land belonging to the agricultural experiment stations in Alaska, Hawaii, Porto Rico, the Island of Guam, and the Virgin Islands of the United States, and the amount obtained from the sale thereof shall be covered into the Treasury of the United States as miscellaneous receipts: *Provided*, That of the sum herein appropriated for the experiment station in Hawaii \$10,000 may be used in agricultural extension work in Hawaii.

**COOPERATION OF THE DEPARTMENT OF AGRICULTURE AND THE STATIONS**

The act making appropriations for the United States Department of Agriculture for the fiscal year ending June 30, 1926, provides specifically for cooperation between the Bureau of Animal Industry and the State experiment stations in animal feeding and breeding; between the Bureau of Plant Industry and the stations in investigations of fruits, fruit trees, grain, cotton, tobacco, vegetables, grasses, forage, drug, medicinal, poisonous, fiber, and other plants and plant industries; between the Bureau of Soils and the stations in the investigation of soils; and between the Bureau of Entomology and the stations in the prevention of the spread of gipsy and brown-tail moths.

**RULINGS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE**

In connection with examinations of the work and expenditures of the experiment stations under the authority given to the Secretary of Agriculture by Congress, questions have arisen which have led to rulings from time to time on points which seemed to require special attention as follows:



## PERMANENT SUBSTATIONS

The expenditure of funds appropriated in accordance with the provisions of the act of Congress of March 2, 1887, for the maintenance of permanent substations is contrary to the spirit and intent of said act. The act provides for an experiment station in each State and Territory, which, except in cases specified in the act, is to be a department of the college established under the act of Congress of July 2, 1862. The objects of the stations, as defined in the first-mentioned act, are evidently of such a character as to necessitate the services of scientific and expert workers. Most of the lines of investigation named in the act are general, rather than local, and involve scientific equipment and work. It is obviously the intent that the stations established under this act shall carry on important investigations which shall be of general benefit to the agriculture of the several States and Territories. The sum of \$15,000, which is annually appropriated by Congress under this act for each station, is only sufficient to carry out a limited number of investigations of the kind contemplated by the act.

As the work of the stations in the different States has developed it has been found necessary to limit, rather than expand, the lines of work of the individual stations. Thorough work in a few lines has been found more effective and productive of more useful results than small investigations in numerous lines. When we consider the nature of the investigations, the amount of money provided for the work of each station, and the fact that the act expressly provides for only a single station in connection with each college, it becomes very clear that expenditures such as are necessary to effectually maintain permanent substations ought not to be made from the funds granted by Congress to the States and Territories for experiment stations. The maintenance of permanent substations, as a rule, involves the erection of buildings and the making of other permanent improvements. The sums of money which can be expended for permanent improvements under the act of Congress aforesaid are so small that it is clear they were not intended to meet the needs of more than one station in each State and Territory.

When the legislature of a State or Territory has given its assent to the provisions of the act of Congress of March 2, 1887, and has designated the institution which shall receive the benefits of said act, it would seem to have exhausted its powers in the matter. The responsibility for the maintenance of an experiment station under said act devolves upon the governing board of the institution thus designated. If the legislature of the State or Territory sees fit to provide funds for the equipment and maintenance of other experiment stations and to put them under the control of the same governing board, well and good, but this does not in any way diminish the responsibility of the board to administer the funds granted by Congress in accordance with the provisions of said act.

The wisdom of Congress in limiting the number of stations to be established in each State and Territory under the aforesaid act has been clearly shown by the experience of the few States and Territories which have attempted the maintenance of substations with the funds granted under said act. The expense of maintaining substations has, as a rule, materially weakened the central station, and the investigations carried on at the substations have been superficial and temporary. It is granted that in many States and Territories more than one agricultural experiment station might do useful work, and in some States more than one station has already been successfully maintained; but in all these cases the State has given funds from its own treasury to supplement those given by Congress. It is also granted that experiment stations established under said act of Congress and having no other funds than those provided by that act will often need to carry on investigations in different localities in their respective States and Territories, but it is held that this should be done in such a way as will secure the thorough supervision of such investigations by the expert officers of the station and that arrangements for such experimental inquiries should not be of so permanent a character as to prevent the station from shifting its work from place to place as circumstances may require nor involve the expenditure of funds in such amounts and in such ways as will weaken the work of the station as a whole.

As far as practicable the cooperation of individuals and communities benefited by these special investigations should be sought and, if necessary, the aid of the States invoked to carry on enterprises too great to be successfully conducted within the limits of the appropriation granted by Congress under the act aforesaid.

## PURCHASE OR RENTAL OF LANDS FOR AGRICULTURAL EXPERIMENT STATIONS

The purchase or rental of lands by the experiment stations from the funds appropriated in accordance with the provisions of the act of Congress of March 2, 1887, is contrary to the spirit and intent of said act. The act provides for "paying the necessary expenses of conducting investigations and experiments and printing and distributing the results. \* \* \* *Provided, however,* That out of the first annual appropriation so received by any station an amount not exceeding one-fifth may be expended in the erection, enlargement, or repair of a building or buildings necessary for carrying on the work of such stations; and thereafter an amount not exceeding five per centum of such annual appropriation may be so expended." The strict limitation of the amount provided for buildings and the absence of any provision for the purchase or rental of lands, when taken in connection with the statement in the eighth section, which treats the farm as in a sense a necessary adjunct of the educational institution to which the whole or a part of the funds appropriated in accordance with said act might in certain cases be devoted, point to the conclusion that it was expected that the institution of which the station is a department would supply the land needed for experimental purposes and that charges for the purchase or rental of lands would not be made against the funds provided by Congress for the experiment station. This conclusion is reenforced by a consideration of a wise and economic policy in the management of agricultural experiment stations, especially as relating to cases in which it might be desirable for the station to have land for experimental purposes in different localities. The investigations carried on by the stations in such cases being for the direct benefit of agriculture in the localities where the work is done, it seems only reasonable that persons or communities whose interests will be advanced by the station work should contribute the use of the small tracts of land which will be required for experimental purposes. Experience shows that in most cases the stations have had no difficulty in securing such land as they needed without expense, and it is believed that this may be done in every case without injuriously affecting the interests of the stations.

## EXPENSES FOR CARRYING ON FARM OPERATIONS

Expenses incurred in conducting the operations of farms, whether the farms are connected with institutions established under the act of Congress of July 2, 1862, or not, are not a proper charge against the funds appropriated by Congress for agricultural experiment stations in accordance with the act of Congress of March 2, 1887, unless such operations definitely constitute a part of agricultural investigations or experiments planned and conducted in accordance with the terms of the act aforesaid, under rules and regulations prescribed by the governing board of the station. The performance of ordinary farm operations by an experiment station does not constitute experimental work. Operations of this character by an experiment station should be confined to such as are a necessary part of experimental inquiries. Carrying on a farm for profit or as a model farm, or to secure funds which may be afterwards devoted to the erection of buildings for experiment station purposes, to the further development of experimental investigation, or to any other purpose, however laudable and desirable, is not contemplated by the law as a part of the functions of an agricultural experiment station established under the act of Congress of March 2, 1887. Section 5 of that act plainly limits the expenditures of funds appropriated in accordance with said act to "the necessary expenses of conducting investigations and experiments and printing and distributing the results."

## SALES FUNDS OF AN AGRICULTURAL EXPERIMENT STATION

Moneys received from the sales of farm products or other property in the possession of an agricultural experiment station as the result of expenditures of funds received by the station in accordance with the act of Congress of March 2, 1887, rightfully belong to the experiment station as a department of the college or other institution with which it is connected, and may be expended in accordance with the laws or regulations governing the financial transactions of the governing board of the station, provided, however, that all expenses attending such sales, including those attending the delivery of the property into the possession of the purchaser, should be deducted from the gross receipts from the sales and should not be made a charge against the funds appropriated by Congress.



## LIMIT OF EXPENDITURES OF EXPERIMENT STATIONS DURING ONE FISCAL YEAR

Expenses incurred by an agricultural experiment station in any one fiscal year to be paid from the funds provided under the act of Congress of March 2, 1887, should not exceed the amount appropriated to the station by Congress for that year, and especially all personal services should be paid for out of the appropriation of the year in which they were performed, and claims for compensation for such services can not properly be paid out of the appropriations for succeeding years. The several appropriations for experiment stations under the aforesaid act are for one year only, and officers of experiment stations have no authority to contract for expenditures beyond the year for which Congress has made appropriations.

This is plainly implied in the act aforesaid, inasmuch as section 6 provides that unexpended balances shall revert to the Treasury of the United States, "in order that the amount of money appropriated to any station shall not exceed the amount actually and necessarily required for its maintenance and support." The annual financial report rendered in the form prescribed by this department should in every case include only the receipts and expenditures of the fiscal year for which the report is made.

## EXPENDITURES FOR A WATER SYSTEM TO BE CHARGED UNDER "BUILDINGS AND REPAIRS"

Expenditures by agricultural experiment stations from the funds appropriated in accordance with the act of Congress of March 2, 1887, for the construction of wells, cisterns, ponds, or other reservoirs for the storage of water, and for piping, and other materials for a system of storing and distributing water, are properly charged, under abstract 18 in the schedule for financial reports prescribed by this department, as being for improvements on lands which have hitherto been held to come under the head of "buildings and repairs." The fact that a water system may be a necessary adjunct of certain experimental inquiries does not affect the case, inasmuch as the limitations on expenditures for improvements contained in section 5 of the act of Congress of March 2, 1887, expressly stipulate that these improvements shall be such as are necessary for carrying on the work of the station.

## BORROWING OF MONEY BY AGRICULTURAL EXPERIMENT STATIONS

Experiment station officers have no authority to borrow money to be repaid out of appropriations made under the act of Congress of March 2, 1887, and charges for interest can not properly be made against funds appropriated under that act.

## USE OF EXPERIMENT STATION FUNDS FOR COLLEGE PURPOSES

No portion of the funds appropriated by Congress in accordance with the act of March 2, 1887, can legally be used, either directly or indirectly, for paying the salaries or wages of professors, teachers, or other persons whose duties are confined to teaching, administration, or other work in connection with the courses of instruction given in the colleges with which the stations are connected or in any other educational institution; nor should any other expenses connected with the work or facilities for instruction in school or college courses be paid from said fund. In case the same persons are employed in both the experiment station and the other departments of the college with which the station is connected a fair and equitable division of salaries or wages should be made, and in case of any other expenditures, for the joint benefit of the experiment station and the other departments of the college the aforesaid funds should be charged with only a fair share of such expenditures.

## EXPENSES FOR EXTENSION WORK NOT CHARGEABLE TO THE HATCH FUND

Expenses for extension work should not be charged against the Hatch fund, and \* \* \* only such printing should be done with that fund as will record the experimental work of the stations established under the Hatch Act. \* \* \*



## ACCOUNTING AND USES OF THE ADAMS FUND

Under the terms of the act it will be necessary that a separate account of the Adams fund shall be kept at each station, which should be open at all times to the inspection of the Director of the Office of Experiment Stations or his accredited representative. \* \* \*

The Adams fund is "to be applied only to paying the necessary expenses of conducting original researches or experiments bearing directly on the agricultural industry of the United States." It is for the "more complete endowment and maintenance" of the experiment stations, presupposing the provision of a working plant and administrative officers. Accordingly, expenses for administration, care of buildings and grounds, insurance, office furniture and fittings, general maintenance of the station farm and animals, verification and demonstration experiments, compilations, farmers' institute work, traveling, except as is immediately connected with original researches in progress under this act, and other general expenses for the maintenance of the experiment stations, are not to be charged to this fund. The act makes no provision for printing or for the distribution of publications, which should be charged to other funds. \* \* \*

## RULINGS OF THE TREASURY DEPARTMENT

## ANNUAL FINANCIAL STATEMENT

The annual financial statement of the stations, with vouchers, should not be sent to the Treasury Department, but a copy simply of the report that is made to the governor is to be sent to the Secretary of the Treasury. (January 30, 1888.)

## REQUIREMENTS OF FISCAL OFFICERS

1. The Treasury Department will not require officers of experiment stations to do or perform anything not specifically required by said bill.
2. The Secretary of the Treasury is not required to take a bond of the officers of said stations for the money paid over under the provisions of said act.
3. No reports will be required from the stations directly to the Secretary of the Treasury; but the governor of the State must send to the Secretary of the Treasury a copy of the report made to him by the colleges or stations. (January 31, 1888.)

## SALE OF STATION BULLETINS

The Solicitor of the Treasury writes: "I am of the opinion that there is no authority for an agricultural experiment station to sell its bulletins outside of the State or Territory. Congress appropriates for the publication and free distribution of the bulletins and neither expressly nor by necessary implication authorizes their sale." (December 16, 1895.)

## ANTICIPATION OF FIRST QUARTER PAYMENTS

The fiscal year commences on the 1st day of July, corresponding with the fiscal year of the Government.

An agricultural station entitled to the benefits of \* \* \* appropriations made by Congress can anticipate the payment to be made July 1, and make contracts of purchases prior to that time, if it shall be necessary to carry on the work of the station. Of course, no portion of said appropriations paid in quarterly installments can be drawn from the Treasury unless needed for the purposes indicated in the act; and so much of what is so drawn as may not have been expended within the year must be accounted for as part of the appropriation for the following year. (August 2, 1888.)

## ESTABLISHMENT OF INDEPENDENT STATIONS

The [Hatch] Act contemplates that where stations have already been established disconnected from the colleges the legislatures of such States may make such provisions in regard thereto as they may deem proper; but it does not authorize the establishment of stations except in connection with the colleges that were at that time or might hereafter be established under the act of July 2, 1862. (January 30, 1888.)

## DIVISION OF FUNDS BETWEEN STATIONS ALREADY ESTABLISHED

Where there is an agricultural college or station which may have been established by State authority and is maintained by the State, the eighth section of the above act would authorize the State to designate the station to which it desired the appropriation to be applied, whether to one or more, or all, and the Secretary of the Treasury should make the payment under the appropriation to whichever one the State might desire. (February 14, 1888.)

## DESIGNATION OF BENEFICIARIES OF THE HATCH FUND BY STATE LEGISLATURES

1. When an agricultural college or station has been established under the act of July 2, 1862, each college is entitled to the benefits of the provisions of said act (i. e., of March 2, 1887).

2. In a State where an agricultural college has been established under the act of July 2, 1862, and agricultural stations have also been established, either under the act of July 2, 1862, or by State authority, before March 2, 1887, the legislature of such State shall determine which one of said institutions, or how many of them, shall receive the benefits of the act of March 2, 1887.

3. If the legislature of any State in which an agricultural college has been established under the act of July 2, 1862, desires to establish an agricultural station which shall be entitled to the benefits of said act, it must establish such station in connection with said college. (February 15, 1888.)

It is within the power of the legislature of any State that has accepted the provisions of said act of March 2, 1887, to dispose of the amount appropriated by Congress for said station to each one or all of the agricultural colleges or stations which may have been established in said State by virtue of either the provisions of the act of July 2 1862, or the provisions of said eighth section of the act of March 2, 1887.

The whole responsibility rests upon the State legislature as to how the fund appropriated by Congress shall be distributed among these various institutions of the State, provided there is one or more agricultural colleges with which an agricultural station is connected or one or more agricultural stations. (December 7, 1888.)

## UNEXPENDED BALANCES OF HATCH AND ADAMS FUNDS

Section 3 of the so-called Adams Act of March 16, 1906 (34 Stat. 63), which provides for an increased annual appropriation for agricultural experiment stations, requires that such part of the money appropriated under the provisions of said act as may be diminished or lost or misapplied after being received by the officer of the State or Territory designated to receive same must "be replaced by said State or Territory to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to such State or Territory;" and this requirement is an absolute prohibition upon the apportionment until such replacement is actually made, a mere withholding from the subsequent appropriation of an amount equal to that diminished, lost, or misapplied not being in compliance with said statute. (18 Comp. Dec. 120.)

Such funds may be replaced by expending the amount involved for the purposes for which the funds were originally appropriated to the satisfaction of the Secretary of Agriculture. There is "no limitation on time within which the replacement shall be made," but "no apportionment whatever can be made until the misapplied moneys are replaced."

The provision in the Hatch Act of March 2, 1887 (24 Stat. 440), requiring the deduction of unexpended apportionments of appropriations applies also to appropriations under the Adams Act of March 16, 1906 (34 Stat. 63). (18 Comp. Dec. 485.)

Such unexpended balances must be accounted for as a part of the appropriation for the next succeeding year; in short, each station must account every year for the specific sum (\$30,000) provided by Congress, although the amount actually paid to the station in any one year may be less than \$30,000 on account of the deduction of an unexpended balance for the preceding fiscal year.



## CLASSIFICATION OF STATION ACCOUNTS

The scheme for classification of experiment station accounts, modified to meet the requirements of the system of classification of Government expenditures prescribed by the Office of the Comptroller General, provides for 19 ledger headings with a number of subheadings as follows:

1. SALARIES—
  - a. Director and other administrative officers; clerks.
  - b. Scientific and technical service.
2. LABOR—
  - a. Annual and monthly employees.
  - b. Daily and hourly employees.
3. STATIONERY AND OFFICE SUPPLIES.
4. SCIENTIFIC SUPPLIES, CONSUMABLE—
  - a. Chemicals.
  - b. Other laboratory supplies.
  - c. Photographic supplies.
5. FEEDING STUFFS.
6. SUNDRY SUPPLIES—
  - a. Insecticides and fungicides, spraying and dusting materials.
  - b. Lumber and small hardware.
  - c. Other supplies.
7. FERTILIZERS.
8. COMMUNICATION SERVICE—
  - a. Telegraph.
  - b. Telephone.
  - c. Postage (not parcel post).
9. TRAVEL EXPENSES—
  - a. In connection with outlying investigations.
  - b. In attending meetings, conferences, etc.
10. TRANSPORTATION OF THINGS—
  - a. Freight, express, and parcel post.
  - b. Other expenses.
11. PUBLICATIONS—
  - a. Printing bulletins and annual reports.
  - b. Lithographing, engraving, and engrossing.
  - c. Other expenses (including bulletin envelopes, print paper, etc.)
12. HEAT, LIGHT, WATER, AND POWER—
  - a. Fuel.
  - b. Heat (service).
  - c. Light and power (service).
  - d. Water for irrigation and other purposes (service).
13. FURNITURE, FURNISHINGS, AND FIXTURES.
14. LIBRARY.
15. SCIENTIFIC EQUIPMENT.
16. LIVESTOCK.
17. TOOLS, MACHINERY, AND APPLIANCES—
  - a. Passenger-carrying vehicles.
  - b. Other equipment.
  - c. Repairs.
18. BUILDINGS AND LAND—
  - a. New buildings and structures.
  - b. Repairs and alterations.
  - c. Purchase of land.
  - d. Rent of land.
19. CONTINGENT EXPENSES.

The following list has been prepared to serve as a guide in classifying the items mentioned according to the new scheme, and to suggest the classification of others not enumerated. This list is presented to aid in securing uniformity in the classification of the different entries and to make the station accounts more readily comparable when reviewed or tabulated for publication.

Absorbers, shock, auto	Tools, Machinery, and Appliances.
Absorbers, shock, typewriter	Stationery and Office Supplies.
Adding machines	Furniture, Furnishings, and Fixtures.
Addressing machines	Furniture, Furnishings, and Fixtures.
Addressing machine supplies and stencils	Stationery and Office Supplies.
Advertising	Contingent Expenses.
Advertising in connection with sale of products	Sales Fund.
Animals, small, for experimental purposes	Livestock.
Annunciators	Furniture, Furnishings, and Fixtures.
Auditing accounts	Salaries.
Autoclaves	Scientific Equipment.
Automobiles, passenger	Tools, Machinery, and Appliances.
Automobile licenses	Contingent Expenses.
Automobile mileage	Travel Expenses.
Automobile, repairs and accessories	Tools, Machinery, and Appliances.
Automobile trucks	Tools, Machinery, and Appliances.
Awnings	Furniture, Furnishings, and Fixtures.
Bags	Sundry Supplies.
Balances, laboratory	Scientific Equipment.
Barometers	Scientific Equipment.
Baskets	Tools, Machinery, and Appliances.
Beekeepers' supplies	Sundry Supplies.
Bees	Livestock.
Bicycles	Tools, Machinery, and Appliances.
Blankets, horse	Tools, Machinery, and Appliances.
Board of employees temporarily in the field	Travel Expenses.
Board of horses and other stock	Feeding Stuffs.
Board of laborers when part of wages	Labor.
Bookcases	Furniture, Furnishings, and Fixtures.
Books (reference)	Library.
Books, stenographic or memorandum	Stationery and Office Supplies.
Bookshelves	Furniture, Furnishings, and Fixtures.
Bottles for samples, etc.	Sundry Supplies.
Bottles, museum, chemicals, etc.	Scientific Supplies, Consumable
Breeding cages	Tools, Machinery, and Appliances.
Brooders	Tools, Machinery, and Appliances.
Brushes, paint	Tools, Machinery, and Appliances.
Brushes, typewriter	Stationery and Office Supplies.
Buckets	Tools, Machinery, and Appliances.
Bulbs, electric	Furniture, Furnishings, and Fixtures.
Butter, for experiments (except for feeding)	Sundry Supplies.
Butter-making machinery	Tools, Machinery, and Appliances.
Cabinets, filing, letter, etc.	Furniture, Furnishings, and Fixtures.
Calculating machines	Furniture, Furnishings, and Fixtures.
Calendars, desk	Stationery and Office Supplies.
Calipers	Tools, Machinery, and Appliances.
Calorimeters	Scientific Equipment.
Cameras and lenses	Scientific Equipment.
Camera stands	Scientific Equipment.
Carboys	Furniture, Furnishings, and Fixtures.
Card-punching machines	Furniture, Furnishings, and Fixtures.
Cards, index	Stationery and Office Supplies.
Carpets	Furniture, Furnishings, and Fixtures.
Cartage	Transportation of Things.
Carts	Tools, Machinery, and Appliances.
Cases, card index, transfer	Furniture, Furnishings, and Fixtures.
Catheters	Scientific Equipment.
Chains, log, stable, etc.	Tools, Machinery, and Appliances.
Chairs	Furniture, Furnishings, and Fixtures.
Charts	Stationery and Office Supplies.
Charwomen	Labor.
Cheesecloth	Sundry Supplies.
Chicken wire	Tools, Machinery, and Appliances.
Chisels	Tools, Machinery, and Appliances.
Chromographs	Scientific Equipment.
Churns	Tools, Machinery, and Appliances.
Cistern construction	Buildings and Land.
Clocks	Furniture, Furnishings, and Fixtures.
Coal	Heat, Light, Water, and Power.
Cold-storage plants	Buildings and Land.
Combustion furnaces	Scientific Equipment.
Commission on sale of station property	Sales Fund.
Coolers, milk	Tools, Machinery, and Appliances.
Coolers, water	Furniture, Furnishings, and Fixtures.
Copying machines	Furniture, Furnishings, and Fixtures.
Cord, electric	Furniture, Furnishings, and Fixtures.
Counters, automatic	Furniture, Furnishings, and Fixtures.
Covers, note book	Stationery and Office Supplies.
Cradles, grain	Tools, Machinery, and Appliances.
Crayons	Stationery and Office Supplies.
Cultivators	Tools, Machinery, and Appliances.
Curtains	Furniture, Furnishings, and Fixtures.
Customhouse and port charges	Transportation of Things.
Cuts, halftones, etc., illustrations	Publications.
Cutters, feed, pipe, glass, etc.	Tools, Machinery, and Appliances.
Desks	Furniture, Furnishings, and Fixtures.
Dictaphones	Furniture, Furnishings, and Fixtures.
Diggers, post-hole	Tools, Machinery, and Appliances.
Doubletrees	Tools, Machinery, and Appliances.
Drainage of land	Buildings and Land.
Drawing instruments	Scientific Equipment.



Drayage.....	Transportation of Things.
Drills.....	Tools, Machinery, and Appliances.
Dryers.....	Tools, Machinery, and Appliances.
Dues in Association of Land-Grant Colleges should not be charged to Federal funds.	
Duplicating circulars, etc., job work.....	Publications.
Duplicators.....	Furniture, Furnishings, and Fixtures.
Dusters.....	Furniture, Furnishings, and Fixtures.
Eggs for hatching.....	Livestock.
Electric-light bulbs.....	Furniture, Furnishings, and Fixtures.
Electric-light fixtures.....	Buildings and Land.
Electric motors.....	Tools, Machinery, and Appliances.
Electric power.....	Heat, Light, Water, and Power.
Electric wiring.....	Buildings and Land.
Engines.....	Tools, Machinery, and Appliances.
Erasers.....	Stationery and Office Supplies.
Evaporators, fruit.....	Tools, Machinery, and Appliances.
Eveners, plow, wagon, etc.....	Tools, Machinery, and Appliances.
Excelsior for bedding.....	Sundry Supplies.
Expenses of sale of station property or products.....	Sales Fund.
Express.....	Transportation of Things.
Extractors, honey.....	Tools, Machinery, and Appliances.
Eyelets.....	Stationery and Office Supplies.
Fees, professional.....	Salaries.
Fencing.....	Buildings and Land.
Files, office.....	Furniture, Furnishings, and Fixtures.
Files, tools.....	Tools, Machinery, and Appliances.
Filters.....	Scientific Equipment.
Flower pots.....	Tools, Machinery, and Appliances.
Forceps.....	Tools, Machinery, and Appliances.
Fountains, drinking.....	Furniture, Furnishings, and Fixtures.
Founts, poultry.....	Tools, Machinery, and Appliances.
Freight.....	Transportation of Things.
Fruit pickers.....	Tools, Machinery, and Appliances.
Fumigators.....	Tools, Machinery, and Appliances.
Fungi, specimens.....	Scientific Equipment.
Fungicides.....	Sundry Supplies.
Funnels.....	Scientific Supplies, Consumable.
Gas fixtures.....	Buildings and Land.
Gas machines.....	Tools, Machinery, and Appliances.
Gas mantles and shades.....	Furniture, Furnishings, and Fixtures.
Gasoline for engines, tractors, etc.....	Heat, Light, Water, and Power.
Gasoline for gas machine.....	Heat, Light, Water, and Power.
Gasoline for passenger transportation.....	Travel Expenses.
Glasses, magnifying or reducing.....	Scientific Equipment.
Gloves, bee handlers'.....	Sundry Supplies.
Glue.....	Stationery and Office Supplies.
Grindstones.....	Tools, Machinery, and Appliances.
Hardware, small sundries.....	Sundry Supplies.
Harness.....	Tools, Machinery, and Appliances.
Harrow.....	Tools, Machinery, and Appliances.
Hatchets.....	Tools, Machinery, and Appliances.
Heat, service.....	Heat, Light, Water, and Power.
Heating apparatus.....	Buildings and Land.
Herbarium cases.....	Furniture, Furnishings, and Fixtures.
Herbarium specimens.....	Scientific Equipment.
Hive tools.....	Tools, Machinery, and Appliances.
Hives, bee.....	Tools, Machinery, and Appliances.
Hods, coal.....	Furniture, Furnishings, and Fixtures.
Horse hire for transportation.....	Travel Expenses.
Horse hire for work.....	Labor.
Horse shoeing.....	Sundry Supplies.
Hose.....	Tools, Machinery, and Appliances.
Hotbed sash.....	Tools, Machinery, and Appliances.
Hovers.....	Tools, Machinery, and Appliances.
Hullers, pea.....	Tools, Machinery, and Appliances.
Hydrometers.....	Scientific Equipment.
Ice.....	Sundry Supplies.
Ice boxes.....	Furniture, Furnishings, and Fixtures.
Illustrations for publications.....	Publications.
Impregnators.....	Scientific Equipment.
Incubators, laboratory.....	Scientific Equipment.
Incubators, poultry.....	Tools, Machinery, and Appliances.
Index cards.....	Stationery and Office Supplies.
Ink.....	Stationery and Office Supplies.
Insect boxes and cases.....	Furniture, Furnishings, and Fixtures.
Insecticides.....	Sundry Supplies.
Insects, mounted specimens.....	Scientific Equipment.
Instruments, dissecting, drawing, etc.....	Scientific Equipment.
Insurance.....	Contingent Expenses.
Interest paid on borrowed money not chargeable to Federal funds.	
Interest received on station funds, credit to Sales Fund.	
Irrigation ditches, cleaning.....	Labor.
Irrigation ditches, permanent.....	Buildings and Land.
Irrigation flumes, if permanent.....	Buildings and Land.
Irrigation water.....	Heat, Light, Water, and Power.
Janitor (Monthly).....	Salaries.
Jars, earthen.....	Tools, Machinery, and Appliances.
Kerosene.....	Heat, Light, Water, and Power.

Keys.....	Furniture, Furnishings, and Fixtures.
Labels, gummed, etc.....	Stationery and Office Supplies.
Labels, plat, tree, etc.....	Sundry Supplies.
Labor, erection of buildings.....	Buildings and Land.
Lactometers.....	Scientific Equipment.
Ladders.....	Tools, Machinery, and Appliances.
Lamps.....	Furniture, Furnishings, and Fixtures.
Laundry and towel service.....	Contingent Expenses.
Lawn mowers.....	Tools, Machinery, and Appliances.
Lenses, camera and microscope.....	Scientific Equipment.
Letters for labeling.....	Stationery and Office Supplies.
Library shelves, stacks, cases.....	Furniture, Furnishings, and Fixtures.
Library supplies.....	Stationery and Office Supplies.
Light, service.....	Heat, Light, Water, and Power.
Linoleum.....	Furniture, Furnishings, and Fixtures.
Livery.....	Travel Expenses.
Lockers.....	Furniture, Furnishings, and Fixtures.
Locks.....	Furniture, Furnishings, and Fixtures.
Lumber for buildings and repairs.....	Buildings and Land.
Lumber for other purposes.....	Sundry Supplies.
Lysimeters built in place.....	Buildings and Land.
Mailing tubes.....	Stationery and Office Supplies.
Manifold carbons.....	Stationery and Office Supplies.
Maps.....	Library.
Matting.....	Furniture, Furnishings, and Fixtures.
Mattocks.....	Tools, Machinery, and Appliances.
Meat, for animals.....	Feeding Stuffs.
Medicines.....	Sundry Supplies.
Membership fees in lieu of subscriptions.....	Library.
Memorandum books, pads.....	Stationery and Office Supplies.
Microscopes.....	Scientific Equipment.
Milk, for experiments (except for feeding).....	Sundry Supplies.
Milk, for feeding.....	Feeding Stuffs.
Milking machines.....	Tools, Machinery, and Appliances.
Mimeograph supplies.....	Stationery and Office Supplies.
Mimeographing, job work.....	Publications.
Mimeographs, including stands and motors.....	Furniture, Furnishings, and Fixtures.
Mimeoscopes.....	Scientific Equipment.
Motor cycles.....	Tools, Machinery, and Appliances.
Motors, electric.....	Tools, Machinery, and Appliances.
Multigraphing, job work.....	Publications.
Multigraphs.....	Furniture, Furnishings, and Fixtures.
Nippers, cutting.....	Tools, Machinery, and Appliances.
Nozzles.....	Tools, Machinery, and Appliances.
Office machines.....	Furniture, Furnishings, and Fixtures.
Office machines, rent of.....	Contingent Expenses.
Oil, lubricating.....	Sundry Supplies.
Oil stoves.....	Furniture, Furnishings, and Fixtures.
Overall suits.....	Sundry Supplies.
Packers, butter.....	Tools, Machinery, and Appliances.
Padlocks.....	Tools, Machinery, and Appliances.
Pails.....	Tools, Machinery, and Appliances.
Pantographs.....	Furniture, Furnishings, and Fixtures.
Paper, blue print.....	Stationery and Office Supplies.
Paper, letterheads, wrapping, etc.....	Stationery and Office Supplies.
Parcel post.....	Transportation of Things.
Paste.....	Stationery and Office Supplies.
Pasteurizers, commercial.....	Tools, Machinery, and Appliances.
Pen holders, trays, etc.....	Stationery and Office Supplies.
Pencils, holders, sharpeners, etc.....	Stationery and Office Supplies.
Pens.....	Stationery and Office Supplies.
Periodicals.....	Library.
Photographic supplies, films, plates, etc.....	Scientific Supplies, Consumable.
Photographs (job work).....	Publications.
Pins.....	Stationery and Office Supplies.
Plate glass for tables.....	Furniture, Furnishings, and Fixtures.
Planters, corn.....	Tools, Machinery, and Appliances.
Platinum ware.....	Scientific Equipment.
Pliers.....	Tools, Machinery, and Appliances.
Plows.....	Tools, Machinery, and Appliances.
Postage.....	Communication Service.
Postal guides.....	Library.
Post-office box rent.....	Communication Service.
Potometers.....	Tools, Machinery, and Appliances.
Pots, flower, etc.....	Tools, Machinery, and Appliances.
Poultry.....	Livestock.
Poultry buildings, portable.....	Tools, Machinery, and Appliances.
Presses, cheese.....	Tools, Machinery, and Appliances.
Pruning hooks, etc.....	Tools, Machinery, and Appliances.
Pullers, staple, stump.....	Tools, Machinery, and Appliances.
Pulleys.....	Tools, Machinery, and Appliances.
Pumping plants.....	Buildings and Land.
Pumps, spray, well, etc.....	Tools, Machinery, and Appliances.
Queen bee rearing outfits.....	Tools, Machinery, and Appliances.
Railroad guides.....	Library.
Rakes.....	Tools, Machinery, and Appliances.
Reels, hose.....	Tools, Machinery, and Appliances.
Refrigerating apparatus and machinery.....	Tools, Machinery, and Appliances.
Refrigerators.....	Furniture, Furnishings, and Fixtures.



Registry of animals.....	Livestock.
Rent of equipment, apparatus, etc.....	Contingent Expenses.
Rent of land.....	Buildings and Land.
Rent of office machines.....	Contingent Expenses.
Reprints or separates of scientific papers.....	Publications.
Rheostats.....	Tools, Machinery, and Appliances.
Reservoirs for water storage.....	Buildings and Land.
Ribbons, typewriter, adding machine, etc.....	Stationery and Office Supplies.
Ringers, hog.....	Tools, Machinery, and Appliances.
Rings, bull.....	Sundry Supplies.
Rods, extension spraying.....	Tools, Machinery, and Appliances.
Root cutters.....	Tools, Machinery, and Appliances.
Rubber bands.....	Stationery and Office Supplies.
Rubber stamps.....	Stationery and Office Supplies.
Rugs.....	Furniture, Furnishings, and Fixtures.
Rulers.....	Stationery and Office Supplies.
Rules, slide.....	Scientific Equipment.
Saccardo <i>Sylloge fungorum</i> .....	Scientific Equipment.
Safes, office.....	Furniture, Furnishings, and Fixtures.
Saw sets.....	Tools, Machinery, and Appliances.
Saws.....	Tools, Machinery, and Appliances.
Scales, feed, milk, etc.....	Tools, Machinery, and Appliances.
Scales, wagon or stock.....	Buildings and Land.
Screens, window.....	Furniture, Furnishings, and Fixtures.
Screw drivers.....	Tools, Machinery, and Appliances.
Sectional file furniture.....	Furniture, Furnishings, and Fixtures.
Seeders.....	Tools, Machinery, and Appliances.
Seeds.....	Sundry Supplies.
Separators.....	Tools, Machinery, and Appliances.
Serum.....	Sundry Supplies.
Sewers.....	Buildings and Land.
Shades, window.....	Furniture, Furnishings, and Fixtures.
Sharpeners, tool.....	Tools, Machinery, and Appliances.
Shearing machines.....	Tools, Machinery, and Appliances.
Shellers, corn.....	Tools, Machinery, and Appliances.
Shelving, portable.....	Furniture, Furnishings, and Fixtures.
Shipping tags.....	Stationery and Office Supplies.
Shoeing horses.....	Sundry Supplies.
Shovels, scoop.....	Tools, Machinery, and Appliances.
Singletrees.....	Tools, Machinery, and Appliances.
Slicers.....	Tools, Machinery, and Appliances.
Soil packers.....	Tools, Machinery, and Appliances.
Soldering irons.....	Tools, Machinery, and Appliances.
Spades.....	Tools, Machinery, and Appliances.
Specimen jars.....	Scientific Supplies, Consumable.
Sprayers and accessories.....	Tools, Machinery, and Appliances.
Spraying materials.....	Sundry Supplies.
Sprinklers.....	Tools, Machinery, and Appliances.
Stamp pads.....	Stationery and Office Supplies.
Stands, mimeograph, typewriter, etc.....	Furniture, Furnishings, and Fixtures.
Steelyards.....	Tools, Machinery, and Appliances.
Stencils.....	Stationery and Office Supplies.
Stepladders.....	Furniture, Furnishings, and Fixtures.
Sterilizing outfits, commercial.....	Tools, Machinery, and Appliances.
Sterilizers, laboratory.....	Scientific Equipment.
Stethoscopes.....	Scientific Equipment.
Stoves.....	Furniture, Furnishings, and Fixtures.
Stretchers, wire.....	Tools, Machinery, and Appliances.
Subscriptions to scientific journals.....	Library.
Tables.....	Furniture, Furnishings, and Fixtures.
Tack hammers.....	Tools, Machinery, and Appliances.
Tacks.....	Sundry Supplies.
Tampers.....	Tools, Machinery, and Appliances.
Tape, gummed or transparent.....	Stationery and Office Supplies.
Tarpaulins.....	Tools, Machinery, and Appliances.
Tattoo ear-marking sets.....	Tools, Machinery, and Appliances.
Telegraph.....	Communication Service.
Telephone.....	Communication Service.
Testers, milk, acid, etc.....	Scientific Equipment.
Thermostat.....	Scientific Equipment.
Thumb tacks.....	Stationery and Office Supplies.
Ticklers, desk.....	Stationery and Office Supplies.
Tongs.....	Tools, Machinery, and Appliances.
Tool cases.....	Tools, Machinery, and Appliances.
Towels.....	Sundry Supplies.
Travel expenses; "b" refers to attendance at meetings and other travel on station business not directly connected with supervision of station work.	
Troughs.....	Tools, Machinery, and Appliances.
Trowels.....	Tools, Machinery, and Appliances.
Trucks, hand and motor.....	Tools, Machinery, and Appliances.
Tubing, glass or rubber.....	Scientific Supplies, Consumable.
Type.....	Stationery and Office Supplies.
Typewriter supplies.....	Stationery and Office Supplies.
Typewriters.....	Furniture, Furnishings, and Fixtures.
Ureometers.....	Scientific Equipment.
Urinometers.....	Scientific Equipment.
Vacuum cleaners.....	Furniture, Furnishings, and Fixtures.
Vats, creamery.....	Tools, Machinery, and Appliances.
Veterinary fees.....	Salaries.

Veterinary instruments.....	Scientific Equipment.
Vises.....	Tools, Machinery, and Appliances.
Wagons.....	Tools, Machinery, and Appliances.
Water registers.....	Scientific Equipment.
Weaners, calf.....	Tools, Machinery, and Appliances.
Wells.....	Buildings and Land.
Wheelbarrows.....	Tools, Machinery, and Appliances.
Wheels, emery.....	Tools, Machinery, and Appliances.
Windmill, tank, and pump.....	Buildings and Land.
Workers, butter.....	Tools, Machinery, and Appliances.
Wrenches.....	Tools, Machinery, and Appliances.

## FREE MAIL PRIVILEGE

Sections 492 and 493 of the Postal Laws and Regulations (1924) of the United States relating to the free transmission of reports and bulletins of the experiment stations read as follows:

## TO WHOM PUBLICATIONS MAY BE FRANKED

SEC. 492. Bulletins or reports of progress (one copy to each newspaper in the State or Territory in which the colleges hereafter referred to are located, and to such individuals actually engaged in farming as may request the same) and the annual reports (required by law to be published by the agricultural experiment stations established under the provisions of the act of March 2, 1887, entitled "An act to establish agricultural experiment stations in connection with the colleges established in the various States and Territories under the provisions of an act approved July 2, 1862, and the acts supplementary thereto," for the benefit of agriculture and the mechanic arts) (*of said stations*) shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General may from time to time prescribe.

NOTE.—The matter in parentheses in connection with the text shows the meaning of the existing law, though the exact words of the statutes are not used. The words in italics are part of the text of the law but should be omitted in reading as the matter in parentheses is an amplification thereof.

## HOW THE FRANKING PRIVILEGE IS TO BE USED

SEC. 493. An agricultural experiment station which claims the privilege of transmitting free through the mails, under the provisions of the preceding section, bulletins, reports of progress, or annual reports, should make application to the Third Assistant Postmaster General, Division of Classification, through the postmaster at the office where such station is located, stating the date of the establishment of the station, its proper name or designation, its official organization, and the names of its officers, the name of the university, college, school, or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other granting it the benefits of the acts of Congress referred to in the preceding section, and whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege; and also the place where such station is located and the name of the post office where the bulletins and reports will be mailed. The application should be signed by the officer in charge of the station.

2. If such privilege is allowed the postmaster will be instructed to admit such bulletins and reports to the mails free of postage.

3. Only such bulletins or reports as shall have been issued after an experiment station became entitled to the privileges of the preceding section may be transmitted free; and they may be inclosed in envelopes or wrappers, sealed or unsealed. On the exterior of every envelope, wrapper, or package shall be written or printed the name of the station and place of its location, the designation of the bulletin or report inclosed, and the word "Free," over the signature or facsimile thereof of the officer in charge of the station, to be affixed by himself, or by some one duly authorized by him. There may also be written or printed upon the envelope or wrapper a request that the postmaster at the office of delivery notify the mailing station of the change of address of the addressee, or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the "franked" matter therein, in accordance with the addresses thereon.



## DEPARTMENT OF AGRICULTURE BULLETINS MAY BE FRANKED WITH STATION PUBLICATIONS

4. Bulletins published by the United States Department of Agriculture, and entitled to be mailed free under the penalty envelope of that department, may also be adopted and mailed by agricultural experiment stations, with such of their own publications as are entitled to free transmission in the mails, under the same regulations; and any bulletins or reports mailable free by any agricultural experiment station under these regulations may be so mailed by any other station entitled to such privilege.

## REPORTS OF STATE BOARDS OR DEPARTMENTS OF AGRICULTURE

5. If annual reports of an agricultural experiment station are printed by State authority, and consist in part of matter relating to the land-grant college to which such station is attached, then said report entire may be mailed free by the director of the station, provided, in his judgment, the whole consists of useful information of an agricultural character. But the reports of State agricultural departments or boards can not be adopted by agricultural experiment stations in order to secure free circulation of such State reports.

## FREE DISTRIBUTION OF ANNUAL REPORTS NOT RESTRICTED

6. The bulletins and reports of progress issued by agricultural experiment stations can only be sent free to the newspapers and persons stated in the preceding section. The annual reports may be sent free to any address.

## FREE TRANSMISSION OF PUBLICATIONS TO FOREIGN COUNTRIES

A part of section 503, relating to free transmission of publications to certain foreign countries, reads as follows:

By virtue of special postal conventions or arrangements with certain countries extending the domestic rates and conditions to mail matter exchanged with said countries, all mail matter which is admissible to the domestic mails of the United States free of charge for postage is admissible under the same conditions to the mails for these countries. For a list of the countries referred to see the current Official Postal Guide.

## RETURN AND DISPOSAL OF UNCLAIMED MATTER

A part of section 610, relating to the return and disposal of unclaimed official matter, as amended April 26, 1912, reads as follows:

Unclaimed official mail sent under penalty envelope or label, or the frank of a Member of Congress, and unclaimed reports and bulletins sent out from State agricultural colleges (in accordance with sec. 490) and from agricultural experiment stations (as provided in par. 3, sec. 493) shall be returned to the office of mailing if it is known. If the office of origin can not be ascertained, such mail shall be returned to the post office at Washington, D. C.

## FREE TRANSMISSION TO UNITED STATES POSSESSIONS

An order of the Postmaster General provides that—

Any article entitled to transmission free of postage in the domestic mails of the United States, either in a "penalty" envelope or under a duly authorized "frank," shall be entitled likewise to transmission in the mails free of postage between places in any possession of the United States from one to another of such possessions, from the United States to such possession, and from such possession to the United States.

Among other rulings of the Post Office Department on matters of detail the following are the more important:

## PAID-FOR PUBLICATIONS MAY NOT BE FRANKED

Copies of the reports or bulletins of the agricultural experiment stations, which are purchased, paid, or subscribed for, or otherwise disposed of for gain, when sent in the mails, are not entitled to free carriage under the "frank" of the director of station.

## BULLETINS NOT FRANKABLE TO NEWSPAPERS OUTSIDE OF STATE OF ISSUE

Bulletins are not mailable free to newspapers outside of the State or Territory in which the issuing station is located.

## TYPEWRITTEN OR MECHANICALLY DUPLICATED BULLETINS OR REPORTS MAY BE FRANKED

Station bulletins and reports, consisting of typewritten matter duplicated on a mimeograph or other duplicating machine, "retain their character as free matter when properly franked by the director of the station."

## HOW CARD BULLETINS MAY BE FRANKED

Cards upon which are printed bulletins issued by agricultural experiment stations established under the provisions of the act of March 2, 1887, may be sent openly in the mails, free of postage, provided the address side of such cards bears the indicia prescribed in paragraph 3, section 493, Postal Laws and Regulations, for envelopes used by the experiment stations referred to in mailing copies of their bulletins and reports.

## CARDS ANNOUNCING PUBLICATIONS

There is no provision of law for mailing free of postage postcards announcing the issuance of publications; but announcements giving an abstract or brief account of publications may be franked. Cards of this character, prepared in the form of bulletins or reports of the experiment stations and identified as such by means of the prescribed indicia, may be mailed by the directors of the experiment stations under the free mail privilege enjoyed by them. There is no objection to stating on such cards, in connection with the abstract or summary, that the complete reports may be obtained on application.

## COOPERATIVE EXTENSION WORK

## ACT OF 1914 PROVIDING FOR COOPERATIVE EXTENSION WORK

[Smith-Lever Act]

AN ACT To provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto, and the United States Department of Agriculture.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That in order to aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of the same, there may be inaugurated in connection with the college or colleges in each State now receiving, or which may hereafter receive, the benefits of the act of Congress approved July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts" (Twelfth Statutes at Large, page five hundred and three), and of the act of Congress approved August thirtieth, eighteen hundred and ninety (Twenty-sixth Statutes at Large, page four hundred and seventeen and chapter eight hundred and forty-one), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture: *Provided*, That in any State in which two or more such colleges have been or hereafter may be established the appropriations hereinafter made to such State shall be administered by such college or colleges as the legislature of such State may direct: *Provided further*, That, pending the inauguration and development of the cooperative extension work herein authorized, nothing in this act shall be construed to discontinue either the farm management



work or the farmers' cooperative demonstration work as now conducted by the Bureau of Plant Industry of the Department of Agriculture.

SEC. 2. That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information and said subjects through field demonstrations, publications, and otherwise; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act.

SEC. 3. That for the purpose of paying the expenses of said cooperative agricultural extension work and the necessary printing and distributing of information in connection with the same, there is permanently appropriated, out of any money in the Treasury not otherwise appropriated, the sum of \$480,000 for each year, \$10,000 of which shall be paid annually, in the manner hereinafter provided, to each State which shall by action of its legislature assent to the provisions of this act: *Provided*, That payment of such installments of the appropriation hereinbefore made as shall become due to any State before the adjournment of the regular session of the legislature meeting next after the passage of this act may, in the absence of prior legislative assent, be made upon the assent of the governor thereof, duly certified to the Secretary of the Treasury: *Provided further*, That there is also appropriated an additional sum of \$600,000 for the fiscal year following that in which the foregoing appropriation first becomes available, and for each year thereafter for seven years a sum exceeding by \$500,000 the sum appropriated for each preceding year, and for each year thereafter there is permanently appropriated for each year the sum of \$4,100,000 in addition to the sum of \$480,000 hereinbefore provided: *Provided further*, That before the funds herein appropriated shall become available to any college for any fiscal year plans for the work to be carried on under this act shall be submitted by the proper officials of each college and approved by the Secretary of Agriculture. Such additional sums shall be used only for the purposes hereinbefore stated, and shall be allotted annually to each State by the Secretary of Agriculture and paid in the manner hereinbefore provided, in the proportion which the rural population of each State bears to the total rural population of all the States as determined by the next preceding Federal census: *Provided further*, That no payment out of the additional appropriations herein provided shall be made in any year to any State until an equal sum has been appropriated for that year by the legislature of such State, or provided by State, county, college, local authority, or individual contributions from within the State, for the maintenance of the cooperative agricultural extension work provided for in this act.

SEC. 4. That the sums hereby appropriated for extension work shall be paid in equal semiannual payments on the first day of January and July of each year by the Secretary of the Treasury upon the warrant of the Secretary of Agriculture, out of the Treasury of the United States, to the treasurer or other officer of the State duly authorized by the laws of the State to receive the same; and such officer shall be required to report to the Secretary of Agriculture, on or before the first day of September of each year, a detailed statement of the amount so received during the previous fiscal year, and of its disbursement, on forms prescribed by the Secretary of Agriculture.

SEC. 5. That if any portion of the moneys received by the designated officer of any State for the support and maintenance of cooperative agricultural extension work, as provided in this act, shall by any action or contingency be diminished or lost or be misapplied, it shall be replaced by said State to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to said State, and no portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in colleges, promoting agricultural trains, or any other purpose not specified in this act, and not more than five per centum of each annual appropriation shall be applied to the printing and distribution of publications. It shall be the duty of each of said colleges annually, on or before the first day of January, to make to the governor of the State in which it is located a full and detailed report of its operations in the direction of extension work as defined in this act, including a detailed statement of receipts and expenditures from all sources for this purpose, a copy of which report shall be sent to the Secretary of Agriculture and to the Secretary of the Treasury of the United States.

SEC. 6. That on or before the first day of July in each year after the passage of this act the Secretary of Agriculture shall ascertain and certify to the Secretary of the Treasury as to each State whether it is entitled to receive its share of the annual appropriation for cooperative agricultural extension work under this act, and the amount which it is entitled to receive. If the Secretary of Agriculture shall withhold a certificate from any State of its appropriation, the facts and reasons therefor shall be reported to the President, and the amount involved shall be kept separate in the Treasury until the expiration of the Congress next succeeding a session of the legislature of any State from which a certificate has been withheld, in order that the State may, if it should so desire, appeal to Congress from the determination of the Secretary of Agriculture. If the next Congress shall not direct such sum to be paid, it shall be covered into the Treasury.

SEC. 7. That the Secretary of Agriculture shall make an annual report to Congress of the receipts, expenditures, and results of the cooperative agricultural extension work in all of the States receiving the benefits of this act, and also whether the appropriation of any State has been withheld, and if so, the reasons therefor.

SEC. 8. That Congress may at any time alter, amend, or repeal any or all of the provisions of this act.

Approved, May 8, 1914 (38 Stat. L. 372).

#### APPROPRIATIONS FOR EXTENSION WORK, 1925-26

Extract from an act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1926, and for other purposes.

For farmers' cooperative demonstration work, including special suggestions of plans and methods for more effective dissemination of the results of the work of the Department of Agriculture and the agricultural experiment stations and of improved methods of agricultural practice, at farmers' institutes and in agricultural instruction, and for the employment of labor in the city of Washington and elsewhere, supplies, and all other necessary expenses, \$1,308,540: *Provided*, That the expense of such service shall be defrayed from this appropriation and such cooperative funds as may be voluntarily contributed by State, county, and municipal agencies, associations of farmers, and individual farmers, universities, colleges, boards of trade, chambers of commerce, other local associations of business men, business organizations, and individuals within the State.

For cooperative agricultural extension work, to be allotted, paid, and expended in the same manner, upon the same terms and conditions, and under the same supervision as the additional appropriations made by the act of May 8, 1914 (Thirty-eighth Statutes at Large, page 372), entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862, and of acts supplementary thereto, and the United States Department of Agriculture," \$1,300,000; and all sums appropriated by this act for use for demonstration or extension work within any State shall be used and expended in accordance with plans mutually agreed upon by the Secretary of Agriculture and the proper officials of the college in such State which receives the benefits of said act of May 8, 1914: *Provided*, That of the above appropriation not more than \$300,000 shall be expended for purposes other than the salaries of county agents.

#### ALLOTMENT OF FUNDS TO THE STATES

The following table shows the allotment of Smith-Lever and supplementary funds to the several States, as calculated on the proportion which the rural population of each State bears to the total rural population of the United States, according to the census of 1920:



*Maximum amounts of Federal funds available to each State under the terms of the cooperative extension act*

State	Regular 1925-26	Supple- mentary 1925-26	State	Regular 1925-26	Supple- mentary 1925-26
Alabama.....	\$156,690.28	\$46,511.55	Nevada.....	\$14,958.05	\$1,572.06
Arizona.....	27,281.67	5,479.56	New Hampshire.....	23,028.65	4,131.04
Arkansas.....	126,604.08	36,972.02	New Jersey.....	63,735.67	17,038.14
California.....	97,361.48	27,699.98	New Mexico.....	33,564.01	7,471.52
Colorado.....	48,798.96	12,302.11	New York.....	153,222.19	45,411.92
Connecticut.....	45,442.29	11,237.80	North Carolina.....	175,029.60	52,326.46
Delaware.....	18,155.63	2,585.93	North Dakota.....	54,563.97	14,130.04
Florida.....	58,872.25	15,496.08	Ohio.....	176,106.99	52,668.07
Georgia.....	182,944.65	54,836.11	Oklahoma.....	128,765.52	37,657.36
Idaho.....	34,955.14	7,912.60	Oregon.....	41,300.38	9,924.51
Illinois.....	175,895.10	52,600.88	Pennsylvania.....	258,268.20	78,719.18
Indiana.....	125,473.54	36,613.55	Rhode Island.....	11,213.92	384.90
Iowa.....	131,934.33	38,662.10	South Carolina.....	120,862.85	35,151.64
Kansas.....	101,841.56	29,120.50	South Dakota.....	52,652.38	13,523.92
Kentucky.....	152,241.30	45,100.93	Tennessee.....	147,739.98	43,673.65
Louisiana.....	103,361.43	29,602.40	Texas.....	261,326.40	79,688.86
Maine.....	47,369.04	11,848.72	Utah.....	28,651.72	5,913.96
Maryland.....	56,287.11	14,676.40	Vermont.....	29,341.01	6,132.52
Massachusetts.....	26,122.68	5,112.07	Virginia.....	140,444.28	41,360.38
Michigan.....	123,823.55	36,090.40	Washington.....	58,492.59	15,375.70
Minnesota.....	116,538.75	33,780.58	West Virginia.....	97,326.55	27,688.90
Mississippi.....	133,687.00	39,217.83	Wisconsin.....	120,684.26	35,095.01
Missouri.....	154,958.78	45,962.54	Wyoming.....	20,933.14	3,466.60
Montana.....	40,064.49	9,532.64			
Nebraska.....	81,082.60	22,538.38	Total.....	4,580,000.00	1,300,000.00

## RULINGS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

### USE OF EXTENSION FUNDS

Section 5 of the Smith-Lever Act contains the following express prohibitions:

"No portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in colleges, promoting agricultural trains, or any other purpose not specified in this act, and not more than five per centum of each annual appropriation shall be applied to the printing and distribution of publications."

### CONFERENCE OF EXTENSION WORKERS

Expenses incurred in attending conferences of extension employees within the State to receive information to be used in extension work may be paid from Smith-Lever funds when the employee has received authority from the extension director to attend the conference.

Salaries or expenses of extension agents while taking courses of instruction in schools or colleges must not be paid from Smith-Lever funds.

Smith-Lever funds can not be used for salaries or expenses of lecturers at college courses of instruction, such as short courses held at the colleges.

### FEES, ASSOCIATION OF LAND-GRANT COLLEGES

Smith-Lever funds must not be used to pay a fee to the Association of Land-Grant Colleges.

### AGRICULTURAL TRAINS

Expenses connected with exhibits and demonstrations on railroad cars or trains run in cooperation with railroads or other agencies and salaries of persons connected therewith must not be paid from Smith-Lever funds. An agricultural train is a train carrying speakers with or without apparatus or exhibit materials and making stops at stations along the railroad line at which addresses on agricultural subjects are delivered or exhibits shown on the train or in its immediate vicinity. This prohibition does not apply to cars used by the college to transport demonstration material for use by extension agents at meetings held in different parts of the State.

## TRANSFER OF FUNDS TO COOPERATING INSTITUTIONS OR AGENCIES (SECTION 1)

A land-grant college designated by the State legislature to receive the benefits of the Smith-Lever Extension Act has no authority to transfer Smith-Lever funds to any cooperating institution or agency and can not relieve itself by any cooperative agreement from full responsibility for accounting for the use of all such funds or from the direct administration of the cooperative extension work in the State.

## EXPENSES OF CLUB OR FARM BUREAU MEMBERS (SECTION 2)

Smith-Lever funds must not be used for travel, subsistence, tuition, or other expenses of members of boys' and girls' clubs, farm bureaus, or other organizations or individuals in attending club camps or courses of instruction in schools or colleges, or for making tours of observation or purchasing livestock or other materials.

## EXHIBITS AT FAIRS

Exhibits prepared for fairs and paid for from Smith-Lever funds must be confined to those illustrating definite phases of extension work. Exhibits showing in a general way the equipment and work of the college or experiment station must not be paid for from Smith-Lever funds. These funds must not be used to relieve fair associations of expense for buildings, installation, labor, judging of exhibits, admission fees, etc., which they would otherwise bear, or to pay for exhibits of agricultural or other products or resources of communities, counties, or States. In general, Smith-Lever funds should be sparingly used for exhibit purposes.

## USE OF THE RADIO IN EXTENSION WORK

The United States Department of Agriculture is willing to agree with the colleges on the operation and use of radio equipment from Smith-Lever funds only to the extent that it is used for the definite purpose of extending timely and specific information in agriculture and home economics by the extension service of the college. The sending out of market and weather reports, the announcement of college courses, and the furnishing of musical and other entertainments are not regarded as extension work.

## EXPENSES OF CARING FOR ANIMALS BELONGING TO CLUB MEMBERS

Smith-Lever funds must not be used for feeding and caring for animals belonging to club members, even when such animals are used as exhibits at fairs.

## MUSICAL ENTERTAINMENT

Smith-Lever funds must not be used to pay the expenses of musical entertainment given in connection with demonstrations, meetings, or extension schools.

## PRIZES, UNIFORMS, BADGES, PENNANTS, ETC.

Smith-Lever funds must not be used for the purchase of uniforms, prizes, badges, pennants, or other insignia used in connection with extension work or for travel in connection with the purchase of such things.

## PURCHASE OF SEEDS, FERTILIZERS, ETC.

Smith-Lever funds must not be used for the purchase of seeds, fertilizers, or other materials for distribution to farmers or others or for use in field demonstrations except when it can be clearly shown that provision for such demonstrations could not be made in any other way and that the importance of the demonstration outweighs the obvious disadvantage of such a practice as affecting the principle of self-help which demonstration work should always inculcate.

## EXTENSION PUBLICATIONS—CONTENTS

Publications prepared, printed, and distributed with Smith-Lever funds must be confined exclusively to those containing "useful and practical information" on subjects relating to agriculture and home economics, prepared in form suitable



for use in extension work and certified to by the extension director as in "furtherance of the purpose" of the Smith-Lever Act. Reports of experiments, publications intended for use in schools, and the publication of song books should not be paid for from Smith-Lever funds.

#### COLLEGE ANNOUNCEMENTS

Smith-Lever funds must not be used to print or distribute announcements of short or long courses offered by the colleges, programs of college meetings, or other college announcements.

#### REPORTS OF PROCEEDINGS OF ORGANIZATIONS

Smith-Lever funds must not be used to print or distribute reports of proceedings of farm bureaus, councils of agriculture, or other organizations, even though the subject matter of these proceedings relates wholly to agriculture or home economics.

#### CIRCULATING LIBRARIES

Smith-Lever funds must not be used for the purchase, care, or distribution of books which are to be circulated in farming or other communities.

#### EXPENSES OF FARM BUREAU OFFICIALS

Smith-Lever funds must not be used to pay salaries, travel, or other expenses of officials of farm bureaus or other similar organizations incurred in connection with extension work, because such officials are not extension employees.

#### USE OF OFFSET FUNDS (SECTION 3)

Funds from any source used by any State as offset to Federal Smith-Lever funds must be used under projects approved by the Secretary of Agriculture for the same purposes and accounted for in the same way as Federal Smith-Lever funds.

#### RESERVE FUNDS

Smith-Lever funds budgeted as "reserves" or not allotted to any approved project must not be expended for any purpose until the department has approved their use for particular projects.

#### RENT, HEAT, LIGHT, POWER, AND JANITOR SERVICE

Smith-Lever funds must not be used for rent of college buildings. Charges for heat, light, power, and janitor services made against Smith-Lever funds must be based on the actual service rendered to the extension division of the college.

#### INTEREST AND SALES FUNDS

Interest on Smith-Lever funds and money accruing from the sale of property acquired by the colleges as the result of expenditures of Smith-Lever funds should in equity be used for extension work of the type required under the provisions of the Smith-Lever Act.

#### SALARIES OF DEANS AND HEADS OF DEPARTMENTS

College officers must not receive any portion of their salary from Smith-Lever funds unless they regularly perform duties pertaining to extension work under approved project agreements or plans of work setting forth the nature and extent of these duties and the portion of their salaries which is to be paid for their performance.

#### OUT OF STATE TRAVEL OF EXTENSION EMPLOYEES

Smith-Lever funds may be used for expenses outside the State:

(1) In traveling to conferences called jointly by the Federal Extension Service and the Committee on Extension Organization and Policy of the Association of Land-Grant Colleges.

- (2) In traveling to conference with officials of the Federal Extension Service.
- (3) In bringing into the State persons to specifically advise extension workers in conference on approved projects.
- (4) When necessary in bringing in persons whose employment is under consideration or in visiting such persons up to a reasonable expense.
- (5) No other expenses for travel outside the State may be charged to Smith-Lever funds except those which will further in some definite way the work of a regularly approved project.
- (6) Travel outside the State for commercial purposes such as the purchase of livestock, seeds, etc., for individuals or groups of individuals should be borne by those directly benefited and not charged against Smith-Lever funds.

#### AGENCIES TO HANDLE CONTRIBUTIONS FROM OUTSIDE SOURCES

The following item regarding contributions of public and private agencies to enterprises involving cooperation with the Department of Agriculture, contained in the agricultural appropriation act of 1919, applies to all funds used for cooperative extension work.

"That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district, or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture."

#### FARMERS' INSTITUTES

The department will not agree to the use of Smith-Lever funds for farmers' institutes unless they are planned and conducted in accordance with the terms of approved projects for this purpose.

#### CORRESPONDENCE COURSES

The department will not agree to the use of Smith-Lever funds for correspondence courses.

#### PERMANENT EQUIPMENT IN COUNTY OFFICES

The department will not agree to expenditures from Smith-Lever funds for permanent equipment, such as desks, typewriters, etc., for use in county offices, owing to the difficulty of keeping track of such property and settling questions of ownership.

#### GRAIN AND SEED CERTIFICATION

Grain and seed certification is not considered a proper Smith-Lever activity and the department will not agree to the use of Smith-Lever funds for this purpose.

#### LIMITING SALARIES PAID OUT OF SUPPLEMENTARY FUNDS

The paragraph in the agricultural appropriation act of 1926 making available \$1,300,000 of Federal funds to supplement the Federal Smith-Lever funds contains the following clause:

"Provided, That of the above appropriation not more than \$300,000 shall be expended for purposes other than salaries of county agents."

In order to carry out the intent of Congress each State should expend not less than 77 per cent of its Federal supplementary funds for salaries of county extension agents.

#### USE OF FEDERAL FUNDS TO INFLUENCE CONGRESS

Section 6 of the third deficiency appropriation act, fiscal year 1919, applies to all Federal funds used for cooperative extension work:

"That hereafter no part of the money appropriated by this or any other act shall, in the absence of express authorization by Congress, be used directly or



indirectly to pay for any personal service, advertisement, telegrams, telephones, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from communicating to Members of Congress on the request of any Member of Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

"Any officer or employee of the United States who, after notice and hearing by the superior officer vested with the power of removing him, is found to have violated or attempted to violate this section, shall be removed by such superior officer from office or employment. Any officer or employee of the United States who violates or attempts to violate this section shall also be guilty of misdemeanor and on conviction thereof shall be punished by a fine of not more than \$500 or by imprisonment for not more than one year, or both."

#### RELATION OF FEDERAL COOPERATIVE EXTENSION EMPLOYEES TO AGRICULTURAL ORGANIZATIONS

[Statement of the Secretary of Agriculture of August 25, 1922.]

The act of Congress approved May 8, 1914, and supplemental acts thereto, established cooperative agricultural extension work between the Federal Department of Agriculture and State agricultural colleges. Section 2 of that act defines the work as follows:

"SEC. 2. That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act."

It is thus made clear that the work of the cooperative extension employees, whether county agents, home demonstration agents, boys' and girls' club agents, or other cooperative extension workers, is educational. These extension workers are public teachers paid with money largely raised from all of the people by taxation and are charged with giving instruction and practical demonstrations in agriculture and home economics. Their work covers the entire rural field, which includes economic production, economic marketing, and the development of better home, community, and social conditions.

As they are public teachers it is not a part of the official duties of extension agents to perform for individual farmers or for organizations the actual operations of production, marketing, or the various activities necessary to the proper conduct of business or social organizations. They may not properly act as organizers for farmers' associations; conduct membership campaigns; solicit membership; edit organization publications; manage cooperative business enterprises; engage in commercial activities; act as financial or business agents, or take part in any of the work of farmers' organizations, or of an individual farmer, which is outside of their duties as defined by the law and by the approved projects governing their work. They are expected, however, to make available to organizations such information as will be helpful to them and contribute to the success of their work.

The various Federal laws provide that cooperative extension work shall be conducted in such manner as shall be mutually agreed upon by the Secretary of Agriculture and the State agricultural colleges. By an agreement between these agencies an extension director located in each State is the representative of both the college and the department. He submits projects for extension work to the Secretary for approval.

In carrying out these projects the law provides that no Federal Smith-Lever money except \$10,000 per State shall be paid to the States for cooperative extension work until—

"\* \* \* an equal sum has been appropriated for that year by the legislature of such State, or provided by State, county, college, local authority, or individual contributions from within the State, for the maintenance of the cooperative agricultural extension work provided for in this act."

Under a later act provision was made that—

"\* \* \* moneys contributed from such outside sources \* \* \* shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture."

This makes it very clear that the law contemplates cooperation with farmers' organizations willing to cooperate in the work with which the cooperative extension agent is charged. It is the duty of the extension agents to render such assistance whenever possible in his teaching capacity to any agricultural organizations desiring it. Furthermore, the work of these extension agents can be the most effective where it is carried on with organized groups of rural people. It is entirely proper for any agricultural organization desiring to cooperate financially in the work of the extension agents to contribute funds for the support of such work, and these funds may be accepted legally by the extension service of the agricultural colleges and by the Federal Government for work on approved projects.

In short, it is the business of the extension agent to cooperate with all agricultural organizations which desire to cooperate on approved projects. If more than one organization exists in a county, he must cooperate with all fairly and impartially in the educational work in which they are mutually interested.

The Department of Agriculture must necessarily consider in its administration of Federal cooperative extension funds the laws which have been passed by the various State legislatures in accepting these funds and under which agreements have been made with those States for conducting this work. If special provisions relating to the methods of cooperation with agricultural organizations or other agencies are contained in the State laws, which do not conflict with the Federal laws, it is clearly the duty of the Secretary of Agriculture to accept such provisions in a cooperative project.

#### EXTENSION ACCOUNTING

Accounts and vouchers for all funds used in extension work under the Smith-Lever Act should be regularly kept at the college in each State receiving the benefits of this act, even though the original accounts and vouchers are kept in the office of the State treasurer or other official. If the college keeps only duplicate vouchers these should bear evidence of their payment by reference to the warrant or otherwise. Expenditures from both Federal and other funds which are included in the account for any Federal fiscal year should be confined to those actually made in the maintenance of the extension service during that year. Separate accounts for expenditures of the Smith-Lever Federal fund and funds from within the State used to offset that fund should be kept in accordance with the provisions of the financial schedules prescribed by the Secretary of Agriculture and should be supported by vouchers approved by the director of extension work.

From whatever source derived, funds which are used to offset Federal Smith-Lever funds will be subject to the same limitations as regards the character of the expenditures as the Federal Smith-Lever funds.

#### LOCAL ACCOUNTS

Vouchers for expenditures from funds contributed to the State Smith-Lever funds by counties, local organizations, or individuals should be approved by the director of extension work, as well as by the county officer or other representative of the contributing parties, and be paid by the county or other local treasurer, who should file a certificate of payment with the director of extension work. Either the original vouchers or duplicates should be on file at the college.

#### VOUCHERS

The classification in accordance with the headings prescribed by the department should be indicated on all vouchers or accompanying jackets. Every voucher should further indicate the fund from which the expenditure is made and the project or projects to which the expenditure relates.

#### SALARIES OR LABOR

There should be a pay roll or an individual voucher which should indicate the period for which the salary charge is made, the annual rate of salary, general description of duties (grade or title), and should contain the personal signature



of each individual paid and the indorsement of the director of extension work. Separate pay rolls or individual vouchers for labor and for salaries should be kept.

#### TRAVEL EXPENSES

Vouchers for travel should give the purpose and dates for each trip and show an itemized account of all railroad and boat fares, livery, bus, and street-car expenses, payments for subsistence, and miscellaneous items. The voucher should give reference to the authorization to travel and contain the personal signature of the individual paid and the indorsement of the director. There should be vouchers showing the purchase of mileage books and subvouchers showing how and when the mileage was used. Expenses for supplies and other material should not be included in travel accounts.

#### OTHER EXPENSES

(Supplies and miscellaneous)

There should be an itemized account of all supplies and miscellaneous articles purchased and the vouchers should indicate when the goods were received and the date of payment, and should bear the signature of the payee and indorsement of the director. A detailed invoice should be filed whenever a voucher check is used.

#### ACCOUNTING BY PROJECTS

A separate account should be kept for each project under each fund from which paid.

All salary and expenses of a person *regularly* carrying on a definite type of extension work are chargeable to the project covering that type of work and not to a project to which he may be temporarily assigned. The vouchers should be classified according to the projects as actually approved by the department.

Project—*Administration*.—Expenditures reported under "Administration" should include the salary and expenses of the director, editors, and other persons employed in the central office, but the salaries and expenses of State agents or State leaders of special lines of work and the clerical force exclusively employed in such work should be charged to the particular line of work in which they are engaged and not to administration.

Project—*Publications and publicity*.—Expenditures under this project may include the cost of preparing, editing, printing, and distributing all matter containing information on agriculture and home economics intended for extension purposes.

The account, however, must be kept in such a way as to show clearly just how much is spent for printing and distribution of publications, for which Congress has provided that not more than 5 per cent of Smith-Lever funds shall be used. Expenditures under this 5 per cent limitation include the cost of printing bulletins, reports, circulars, etc., and the envelopes in which they are mailed and the salary or labor and other expenses in connection with mailing and distributing such publications.

Any expenses for mailing-room labor should be charged to this project under the proper head, "Labor" (0112). Similarly, envelopes used in mailing out publications should be charged to this project under the heading "Supplies" (0200).

The printing of any material not chargeable to this project should be charged to the project concerned, that is, the printing of letterheads, report forms, record books, etc., things not regarded as publicity or the distribution of information, should be charged to the administration project or to the particular project concerned.

Project—*County agricultural work*.—This should include all salaries and clerical and other expenses of county agricultural agents and their supervising officers.

Project—*County home demonstration work*.—Under this project should be included all expenditures for county home demonstration agents and their supervising officers.

Project—*Extension schools*.—Under this project should be included expenses for schools held in local communities, but it should not include the salaries, for example, of resident county extension agents temporarily employed in such work. If specialists and other extension agents occasionally participate in movable schools, their salaries should be charged against the project to which they give

the major portion of their time, but other expenses incident to participation in the extension schools are proper charges against the project.

Project—*Boys' club work*.—If this work is carried on through a separate State leader and district and county agents, there should be a separate account covering the expenses of such agents.

Project—*Girls' club work*.—If this work is carried on through a separate State leader and district and county agents, there should be a separate account covering the expenses of such agents.

Separate projects and accounts should be set up for each line of work requiring the time of at least one person.

#### CLASSIFICATION OF EXTENSION ACCOUNTS

The scheme for classification of extension accounts by items of expense provides for nine ledger headings (with numerical symbols) as follows:

01. *Personal services*.—Under this ledger heading are grouped all expenditures for services of employees engaged in cooperative extension work.

02. *Supplies and materials*.—In this group are included those articles or things which when applied to the use to which they are adapted are consumed, or if not consumed, are not to be held for return or specific account by the person to whom issued for use.

05. *Communication service*.—Under this heading are grouped those expenditures incurred in connection with the transmission of messages.

06. *Travel expenses*.—Under this heading are grouped all expenditures incurred in connection with travel, including subsistences while in travel status.

07. *Transportation of things (service)*.—Under this heading are grouped those expenditures incurred in connection with the carrying of things. It includes freight and incidental charges, express, parcel post, and local transportation such as drayage.

08. *Printing, binding, etc.*—Under this heading are grouped all expenditures for contractual services, such as job printing, engraving, lithographing, binding, photographing, and duplicating incurred in issuing publications on extension work.

10. *Furnishing of heat, light, power, water, and electricity (service)*.—These are contractual services for keeping the buildings heated or provided with light, power, water, or electricity.

30. *Equipment*.—Under this heading are grouped those expenditures made in the purchasing or in the production of things or parts of things which are adapted to continuing use; for example, under this item would be charged typewriters as well as parts.

Miscellaneous:

1100. Rent of buildings.

1373. Laundry and towel service.

1380. Special and miscellaneous expenses not elsewhere provided for.

In the majority of cases the classification of individual entries will be apparent, and no suggestion is needed. In the case of a considerable number of items, however, questions have arisen from time to time and considerable diversity of practice has been noted. The following list has accordingly been prepared to serve as a guide in this matter, and while in no sense complete it will often suggest the classification of other items not enumerated.

It is recognized that in several instances the classification suggested is a more or less arbitrary one, and that the items might with propriety be placed under other headings. Rarely would two persons classify an entire account exactly the same in all particulars. These suggestions will, however, enable greater uniformity and thus make the extension accounts more readily comparable when reviewed or tabulated for publication.



## Classification of items of expenditures from Smith-Lever funds

Item	Sym- bol	Item	Sym- bol
Absorber, shock, automobile	3050	Buildings, small, for demonstration purposes	3050
Absorber, shock, typewriter	0200	Bulbs (electric)	02001
Acetylene	02001	Bulletin case	3010
Adding machine	3010	Bulletins	08
Addressograph or other addressing machines	3010	Bunting	02001
Advertising (rosters, notices, etc.)	1100	Burners, alcohol, oil, etc.	3010
All scientific, technical, and clerical employees, annual, monthly, etc.	01	Butter machine	3050
Annunciator	3010	Cabinets, filing, letter, stationery, storage	3010
Anticow-kicker	3050	Calculating and computing machine	3010
Apparatus, milk-fever	3050	Calculators	3022
Apparatus, spraying	3050	Calendars, desk	0200
Apparatus, vacuum drying	3050	Calipers	3050
Aprons	02001	Calorimeters	3022
Arrows, survey	3022	Camera case	3050
Assistant State agent or leader—salaries	01112	Camera lenses	3022
Assistant State agent or leader—travel	06002	Cameras	3022
Assorter	3050	Camera stand	3022
Auger	3050	Canners	3010
Auditing accounts	011151	Canning exhibit	3010
Automobile	3050	Can opener	02001
Automobile accessories	3050	Cans, tin	02001
Automobile, drivers' license	1380	Cans, pint and quart	02001
Automobile, garage charges	06	Canvas cover	02001
Automobile guide	3021	Carboy	3010
Automobile insurance	1380	Carpenter—wages	0112
Automobile license	1380	Carpets	3010
Automobile repairs	1380	Carpet sweepers	3010
Automobile robe	3050	Carriages	3050
Awl	3050	Cart	3050
Awning, window	3010	Cartage	0700
Axe	3050	Cases, card-index	3010
Back rests, invalid	3010	Cases, other than transfer and card-index	3050
Bags	02001	Cases, transfer	3010
Balances, laboratory use	3022	Catcher, grasshopper	3050
Baler, hand-power	3050	Catheter	3022
Balopticon	3022	Chains, automobile, etc.	3050
Barometer	3022	Chairs	3010
Basins	3010	Charters, club	0200
Baskets	02001	Charts	0200
Baths	3010	Charwoman	0112
Baths, personal	06	Chaufeur and motion-picture operator	0112
Bathtubs	3010	Cheesecloth	02001
Batteries	3010	Chickens, dressed for demonstrations	02001
Battery, electric, for motion-picture machine	3022	Chicken house, model	3050
Beater, egg	3010	Chicken wire	3050
Bed, child's	3010	Chisels	3050
Bedpan	3010	Choppers	3050
Beehives	3050	Chromograph	3022
Beekeepers' supplies	02001	Churns	3050
Bellows	3050	Circulars	08
Bells	3010	Clamps	02001
Bicycle	3050	Claw bar	3050
Binding attachment	3010	Cleaver	3050
Binding device	3010	Clerks	01115
Bird scarer	3050	Clevis	3050
Bits	3050	Clip cups	02001
Blackboards	3010	Clippers	3050
Blanket, horse	3050	Clippings from press service	08
Blotters	0200	Clips	02001
Board, drawing	3050	Clock	3010
Board of employees temporarily in field	06	Closets, clothes	3010
Board of horses and other stock	02001	Clotheshorse	3010
Board of laborers, when part of wages	0112	Cloth for garments	02001
Boilers	3010	Club record books and circulars	0200
Bookcase	3010	Coal	10
Bookshelves	3010	Coat tree	3010
Books, reference	3021	Coffeepots	3010
Books, stenographic or memorandum	0200	Colanders	3010
Bottles, for samples, etc.	02001	Compass	3022
Boxes	3050	Computer	3021
Branding irons	3050	Condenser	3022
Breeding cages for insects and small animals	3010	Cones, filtering	02001
Brief case	3010	Containers	3010
Broilers	3010	Cooker, fireless	3010
Brooders	3050	Cooker, steam pressure	3010
Brushes	02001	Cooking utensils	3010
Brushes, typewriter	0200	Coolers, milk and water	3050
Buckets	02001	Cooling machines	3010
Buggies	3050	Cord, electric	3010
		Cork borers	3010
		Costumers	3010

## Classification of items of expenditures from Smith-Lever funds—Continued

Item	Sym- bol	Item	Sym- bol
Cots and couches.....	3010	Freight.....	0700
Counters, automatic.....	3010	Fruit picker.....	3050
County extension agents—salaries.....	01114	Fuel.....	10
County extension agents—travel.....	06004	Fumigator.....	3050
Covers, notebook.....	02001	Funnels.....	02001
Cradle, baby.....	3010		
Cradle, grain.....	3050	Gag, mouth.....	3050
Crayons.....	02001	Gas.....	02001
Crocks.....	3010	Gas lighters.....	02001
Crushers.....	3050	Gasoline for automobiles and motor cycles.....	06
Cultivators.....	3050	Gasoline for heat.....	02001
Cupboards.....	3010	Gasoline for trucks.....	07
Cups.....	02001	Glass, magnifying.....	3022
Curtains.....	3010	Glass, reducing.....	3022
Cuspidors.....	3010	Gloves, bee.....	02001
Cuts, halftones, etc., for illustrating publi- cations.....	08	Glue.....	0200
Cutters, feed, pipe, glass, root, etc.....	3050	Graters.....	3010
Cylinders, automobile.....	1350	Griddles.....	3010
Cylinders, wax, for dictaphone use.....	0200	Grill, electric.....	3010
		Grinders, household.....	3010
Delineascope.....	3022	Grindstone.....	3050
Desk.....	3010	Groceries.....	02001
Dictaphone.....	3010	Guides, P. B.....	3010
Diggers, posthole.....	3050	Gummed labels.....	0200
Dippers.....	3010	Gun, insect-powder.....	3050
Director and vice director—salary.....	01111		
Director and vice director—travel.....	06001	Hampers, clothes.....	3010
Dishes.....	3010	Hangers, clothes.....	3010
Dishwasher.....	3010	Handbag.....	3010
District agent—salary.....	01112	Harrows.....	3050
District agent—travel.....	06002	Hatchets.....	3050
Door checks.....	3010	Hatracks.....	3010
Doubletrees.....	3050	Heat.....	10
Drawing boards.....	3050	Heater, electric.....	3010
Drawing instruments.....	3022	Herbarium cases.....	3010
Drays.....	3050	Herbarium specimens.....	3022
Drills.....	3050	Hive tools.....	3050
Dryers.....	3050	Hod, coal.....	3010
Duplicator.....	3010	Hoist, flag.....	3050
Dusters.....	3010	Hoes.....	3010
		Hose.....	3050
Easels.....	3010	Hotbed sash.....	3050
Electric power.....	10	Hot plate.....	3010
Engine, gas.....	3050	Household equipment.....	3010
Envelopes.....	0200	Hovers.....	3050
Equipment, repairs.....	1350	Huller, pea.....	3050
Eradicator, ink.....	0200	Hydrometers.....	3022
Erasers, typewriter, steel, art-gum.....	0200		
Evaporator.....	3050	Ice.....	02001
Evener, wagon.....	3050	Ice box.....	3010
Exhibit material, bunting, cheesecloth, etc.....	02001	Impregator.....	3022
Express.....	0710	Incubators.....	3050
Extension editor.....	01113	Index cards.....	0200
Extension publications.....	08	Index tables.....	0200
Extinguisher, fire.....	3010	Ink.....	0200
Extractor, honey.....	3050	Insect boxes and cases.....	3010
Eyelets.....	0200	Insecticides.....	02001
		Insects, mounted specimens.....	3022
Farm level.....	3022	Instruments, dissecting.....	3022
Feed boxes.....	3050	Instruments, drawing.....	3022
Feed grinders.....	3050	Irrigator.....	3022
Field glasses.....	3022	Irons, electric or gas.....	3010
Figures, steel.....	0200		
Files.....	3010	Janitor (monthly).....	0112
Files, tools.....	3050	Jardinières.....	3010
Films and plates.....	02001	Jars.....	02001
Filter.....	3010	Jugs.....	3010
Finger cots.....	0200		
Fire pots, gasoline.....	3050	Kettles.....	3010
Fixture, display.....	3010	Kerosene.....	02001
Flash light.....	3050	Key.....	02001
Flatirons.....	3010	Kitchen equipment.....	3010
Flower pots.....	3010	Knapsack.....	3050
Folding machines.....	3050	Knives.....	3010
Forceps.....	3050		
Forks.....	3010	Labor (see labor classification).....	
Formaldehyde.....	02001	Lactometer.....	3022
Fountain, drinking.....	3010	Ladder.....	3050
Founts, poultry.....	3050	Lamp holder.....	3010
Frame, exhibits.....	3010	Lamps, household.....	3010
Freezers.....	3010	Lance.....	305
		Lantern.....	301



## Classification of items of expenditures from Smith-Lever funds—Continued

Item	Sym- bol	Item	Sym- bol
Lantern slides.....	02001	Pedometer.....	3022
Laundry.....	1373	Pencils.....	0200
Lawn mower.....	3050	Penholders.....	0200
Lenses for cameras and microscopes.....	3022	Pens.....	0200
Lens holder.....	3010	Pens, fountain.....	3010
Lens magnifier.....	3010	Pen trays.....	0200
Letter opener.....	0200	Percolator, coffee.....	3010
Letters, steel.....	0200	Periodicals.....	3021
Level.....	3022	Photographic supplies, films, plates, paper developers, etc.....	02001
Library supplies.....	0200	Picker, fruit.....	3050
Lifter, can.....	3010	Picture films.....	02001
Light, electric.....	10	Pins, rolling.....	3010
Light plants for use in operation of motion picture.....	3022	Pins.....	0200
Line-a-time machine.....	3010	Pitchers.....	3010
Linoleum.....	3010	Placards.....	0200
Livery.....	06	Plain folders.....	0200
Lockers.....	3010	Planter, corn.....	3050
Locks.....	3050	Plate glass for table.....	3010
Lumber.....	02001	Platform scales.....	3050
Magazine drawing table.....	3010	Platter.....	3010
Magnet.....	3050	Pliers.....	3050
Magnifier.....	3022	Plow.....	3050
Mailing bulletins.....	0112	Plumb bob.....	3022
Mailing tubes.....	0200	Polishing floors.....	0112
Manifold carbon.....	0200	Poncho, rubber.....	02001
Maps.....	3021	Postage.....	0520
Marking clipper.....	3050	Postal guides.....	3021
Matting.....	3010	Posters (giving information on agriculture and home economics).....	08
Mattocks.....	3050	Post-office box rent.....	05
Mattresses.....	3010	Poultry buildings, portable.....	3050
Medicine.....	02001	Press, cheese.....	3050
Membership fees in lieu of subscriptions.....	3021	Press-plate service.....	08
Memindex outfits, pocket-size.....	02001	Pressure cooker.....	3010
Memorandum books.....	0200	Prestolite gas tank.....	3050
Memorandum pads.....	0200	Price markers.....	02
Microscopes.....	3022	Printing-press equipment.....	3050
Middy tie.....	02001	Pruning hooks, shears, ladder, saw, etc.....	3050
Mileage for hauling demonstration car.....	0700	Puller, staple.....	3050
Milking machines.....	3050	Puller, stump.....	3050
Millinery pliers.....	02001	Pulleys.....	3050
Mimeograph stand and motor.....	3010	Pulper, coffee.....	3010
Mimeograph supplies.....	0200	Pumps, spray.....	3050
Mimeoscope.....	3022	Punches, paper.....	3050
Mirrors.....	3010	Queen-bee rearing outfits.....	3050
Miter box.....	3050	Railroad guides.....	3021
Mixer, bread.....	3010	Raiser, bread.....	3010
Motion-picture films.....	3022	Rakes.....	3050
Motion-picture machine.....	3022	Range, kitchen.....	3010
Motor cycle.....	3050	Reel, hose.....	3010
Multigraph.....	3010	Refrigerators.....	3010
Nail pullers.....	3050	Rent.....	1100
Neostyle.....	3050	Rent of animals for demonstration.....	1100
Nets.....	08	Repairs to equipment.....	1380
Newspaper clippings.....	3050	Rheostat.....	3022
Nippers, cutting.....	08	Ribbons for typewriter, adding machine, stenotype.....	0200
Nozzles.....	3050	Rice, potato.....	3010
Numbering machines.....	3010	Ringers, hog.....	3050
Nutcrackers.....	3050	Rings, bull.....	02001
Office safe.....	3010	Roaster.....	3010
Oil for heating.....	10	Rod, extension spraying.....	3050
Oil, lubricating.....	02001	Root cutter.....	3050
Oil stove.....	3010	Rope spreader attachment.....	3050
Ovens.....	3010	Rubber bands, stamps, erasers.....	0200
Overall suits.....	02001	Rugs.....	3010
Packer, butter.....	3050	Rule, slide.....	3010
Padlocks.....	3050	Ruler.....	02001
Pails.....	02001	Safe, steel.....	3010
Paint.....	02001	Sample bottles.....	02001
Paint brushes.....	3050	Sample hog or chicken house.....	3050
Painter.....	0112	Sample sets of weeds.....	02001
Pans.....	3010	Sausage grinder.....	3050
Pantograph.....	3010	Saws.....	3050
Paper, blue-print.....	02001	Saw sets.....	3050
Paper, letterheads, computing, manifold, carbon, wrapping.....	0200	Scales for weighing feed, small animals, etc.....	3050
Parcel post.....	0710	Scalpels.....	3050
Paste.....	0200	Scoops.....	3050

## Classification of items of expenditures from Smith-Lever funds—Continued

Item	Sym- bol	Item	Sym- bol
Scratch pads.....	0200	Subscriptions to papers or magazines.....	3021
Screener, sand.....	3050	Suitcase for demonstration purposes.....	3050
Screens, window.....	3010	Syringes for livestock work.....	3050
Screw drivers.....	3050	Syringes, rubber.....	0200
Sealers for tin cans.....	3010		
Sectional filing furniture.....	3010	Tables.....	3010
Seeder.....	3050	Tack hammers.....	3050
Separator.....	3050	Tacks.....	02001
Settee.....	3010	Tampers.....	3050
Sewing machines.....	3010	Tape, gummed cloth or transparent.....	0200
Shades, window.....	3010	Tarpaulin.....	3050
Sharpener.....	3010	Tattoo earmarking set.....	3050
Shaver, ice.....	3050	Telegraph.....	0510
Shearing machine.....	3050	Telephone.....	0510
Sheller, corn.....	3050	Testing outfits (Babcock milk tester, Truog acid tester, etc.).....	3022
Shelving, portable.....	3010	Thermostat.....	3022
Shipping boxes.....	3050	Thumb tacks.....	0200
Shipping tags.....	0200	Tickler, desk.....	0200
Shirts.....	02001	Toaster.....	3010
Shoeing horses.....	02001	Tobacco-seed separator.....	3050
Shovel, scoop.....	3050	Toilet, complete.....	3010
Sign, demonstration.....	3050	Tongs.....	3010
Singletree.....	3050	Tool case.....	3050
Sinks, demonstration.....	3010	Towels.....	02001
Siphon.....	3050	Trays.....	3010
Skillets.....	3010	Triangle.....	3050
Skimmer.....	3010	Tripods.....	3022
Slicer.....	3050	Troughs.....	3050
Small sundries.....	02001	Trowels.....	3050
Soil packer.....	3050	Truck for hauling bulletins indoors.....	3050
Soldering irons.....	3050	Trucks for carrying extension exhibits, etc.....	3050
Spades.....	3050	Tubing.....	02001
Spatula.....	3022	Tumbler.....	3010
Specimen jars.....	3010	Twine.....	02001
Speedometer.....	3050	Type.....	0200
Splicers.....	3050	Typewriter.....	3010
Spool-o-wire machine.....	3010		
Spoons.....	3010	Umbrella stand.....	3010
Spray nozzle.....	3050	Ureometer.....	3022
Sprayer.....	3050		
Spraying apparatus.....	3050	Vacuum cleaner.....	3010
Spraying materials.....	02001	Vacuum sealer for fruit jars.....	3010
Sprinkler.....	3050	Vane, wind.....	3050
Square.....	3050	Vaporizer.....	3022
Squeezer, lemon.....	3010	Vessels for fireless cookers.....	3010
Stamp pads.....	0200	Veterinary instruments.....	3022
Stand for mimeograph.....	3010	Vise.....	3050
Stand, typewriter.....	3010	Visible index.....	3010
Stapling machine.....	3050		
State agent—salary.....	01112	Waffle iron.....	3010
State leader—salary.....	01112	Wagon.....	3050
Steak perforator.....	3010	Wardrobe.....	3010
Steamer.....	3010	Washboard.....	3010
Steel, butchers'.....	3010	Washing machine.....	3010
Steelyards.....	3050	Washstand.....	3010
Stencils.....	0200	Washub.....	3010
Stenographers.....	01115	Water cooler.....	3010
Stepladders.....	3010	Water register.....	3022
Stereopticon.....	3022	Weaners, calf.....	3050
Sterilizing outfit for dairy.....	3050	Wheel, emery.....	3050
Stethoscope.....	3022	Wheel hoes.....	3050
Stopcocks.....	3050	Wheelbarrows.....	3050
Stitcher.....	3010	Whips.....	3050
Storage cabinets.....	3010	Work organizer.....	3010
Stoves, gasoline, coal, wood, etc.....	3010	Worker, butter.....	3050
Straight edges.....	3050	Wrenches, monkey.....	3050
Stretcher wire.....	3050	Wringer, mop.....	3010
Subject-matter agents or specialists:			
Salary.....	01113		
Travel.....	06003		



## FREE MAIL PRIVILEGE

Provision of the act of June 30, 1914, making appropriations for the United States Department of Agriculture for the year ended June 30, 1915.

All correspondence, bulletins, and reports for the furtherance of the purposes of the act approved May eighth, nineteen hundred and fourteen, entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and the acts supplementary thereto, and the United States Department of Agriculture," may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General, from time to time, may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General (38 Stat. L. 415, 438).

In a letter to the Secretary of Agriculture, dated April 28, 1915, the Postmaster General ruled that the above proviso "is regarded as permanent legislation."

## REGULATIONS AND RULINGS OF THE POST OFFICE DEPARTMENT

The Postal Laws and Regulations, edition of 1924, contain the following section:

491. All correspondence, bulletins, and reports for the furtherance of the purpose of the act approved May 8, 1914 (see paragraph 2 of this section), entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862, and the acts supplementary thereto, and the United States Department of Agriculture," may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General from time to time may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General. (Act of June 30, 1914.)

2. There may be inaugurated in connection with the college or colleges in each State now receiving, or which may hereafter receive, the benefits of the act of Congress approved July 2, 1862 \* \* \* (12 Stat. 503), and the act of Congress approved August 30, 1890 (26 Stat. 417), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture. \* \* \* Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise. (Act of May 8, 1914.)

3. Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving the benefits of the act of July 2, 1862, and the acts supplementary thereto, by whom the correspondence, bulletins, and reports mentioned in paragraph 1 of this section are to be transmitted, the Third Assistant Postmaster General shall authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated such correspondence, bulletins, and reports for free transmission in the mails.

4. In the upper left corner of the envelope or wrapper containing such correspondence, bulletins, or reports shall be printed over the words "Free—Cooperative Agricultural Extension Work—Acts of May 8 and June 30, 1914," the name of the agricultural college and the name of the post office at which the matter is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter, and in the upper right corner the words "Penalty for private use to avoid payment of postage, \$300." The designated college officer or person is not authorized to furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

5. Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the act of May 8, 1914, set forth in paragraph 2 of this section, and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under the provisions of this section. All such correspondence, etc., to be entitled to free transmission, must be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

6. When in doubt as to whether any particular matter presented for mailing under the provisions of this section is entitled to be transmitted free, the postmaster shall submit a sample to the Third Assistant Postmaster General, Division of Classification, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit will be refunded if the matter is held to be entitled to free transmission.

INFORMATION CONCERNING THE USE OF THE FREE MAIL PRIVILEGE BY COOPERATIVE EXTENSION EMPLOYEES OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

Substantially as promulgated by the Third Assistant Postmaster General September 1, 1922.

1. The law, embodied in section 485, Postal Laws and Regulations, 1924, restricts the use of penalty envelopes to "officers of the United States Government" solely for the purpose of transmitting in the mails free of postage "matters relating exclusively to the business of the Government of the United States." As employees of the United States Department of Agriculture, county agents, county home demonstration agents, county club leaders or agents, and the State leaders of such agents, are officers of the United States Government and are entitled to use penalty envelopes in sending matter in the mails free of postage in pursuance of their duties as employees of the Department of Agriculture.

2. The fundamental viewpoint to be considered is that such employees have the right to use penalty envelopes, cards, or labels only because they are employees of the United States Department of Agriculture. They should exercise the penalty privilege only for matters arising in connection with those extension enterprises which are covered by the terms of their commissions from the Department of Agriculture. Such persons may not use penalty envelopes, cards, or labels to transmit free in the mails matters sent in behalf of the agencies or institutions (such as the State department or college of agriculture, farm bureau, etc.) with which the United States Department of Agriculture is cooperating and on which such agencies or institutions should properly pay postage.

3. All matters mailed free by cooperative extension employees should bear a heading which clearly indicates the participation of the United States Department of Agriculture in the work undertaken. The approved form for such heading is as follows, and may be adapted to meet the needs of each State and county:

COOPERATIVE EXTENSION WORK  
IN  
AGRICULTURE AND HOME ECONOMICS  
STATE OF (MASSACHUSETTS)

State Agricultural College  
U. S. Department of Agriculture  
(other State or county organization)  
cooperating

Extension Service  
County Agent Work  
(Springfield, Mass.)

4. Section 485, Postal Laws and Regulations, 1924, prescribes the particular indicia which shall appear on penalty envelopes. Those furnished by the Department of Agriculture for use by its employees in cooperative extension work bear the following indicia:

U. S. Department of Agriculture  
Extension Service  
Office of Cooperative Extension Work  
Washington, D. C.

Penalty for Private Use to Avoid  
Payment of Postage, \$300

Official Business



No other matter, such as an employee's local return card, etc., should be added, but the envelopes should be used as furnished by the Department of Agriculture.

5. Matter to be mailed free by agricultural extension employees should consist, in the main, of the giving of instructions and demonstrations in agriculture and home economics, imparting information in regard thereto, announcing meetings called by the employees for such purposes, and otherwise promoting cooperative extension work as a Federal project. This embraces matter such as the following:

- (a) Bulletins, pamphlets, etc., issued by the United States Department of Agriculture.
- (b) Official correspondence with the Department of Agriculture, leaders or directors within the State, supervising agents and other field employees of that department engaged in similar work, relating entirely to official business for which the sender received the Federal appointment.
- (c) Letters of instruction to farmers who are carrying on demonstrations.
- (d) Notices of meetings to be held in furtherance of cooperative extension work as a Federal project and of special demonstrations for the purpose of giving information to farmers or their families relative to demonstrations conducted under the supervision of the employees.
- (e) Advice to farmers and their families in answer to inquiries regarding some feature of agriculture or home economics promoted by the employee in his capacity as a Federal employee.
- (f) Bulletins, pamphlets, etc., issued by State agricultural colleges or experiment stations containing valuable information on agriculture and home economics which an employee desires to furnish to particular persons who have made requests for such information or with whom he is conducting some demonstration or special work, when accompanied by a letter of transmission signed by him with his official title.
- (g) Other matter strictly promoting cooperative extension work as a Federal enterprise.

6. (a) Penalty envelopes should not be used in mailing any private matter whatever, and the entire contents of letters, circulars, etc., mailed free should relate exclusively to cooperative extension work in agriculture or home economics as a Federal project. (b) Cooperative employees should not use penalty envelopes in conducting actual service work, such as:

- (a) Buying or selling products for individual farmers, dealers, shippers, etc., or groups of farmers, etc.
- (b) Recommending products of particular firms or individuals.
- (c) Sending for catalogues, price lists, seed, implements, etc., for farmers, etc.
- (d) General distribution of bulletins, circulars, or other printed matter of colleges or stations or other organizations.
- (e) Distributing commercial, religious, or political announcements or advertisements.
- (f) Soliciting membership or funds for the support of any organization or association.
- (g) Sending out notices of meetings of organizations of farmers or business men.
- (h) Sending out indiscriminate announcements of farmers' meetings.
- (i) Relieving organizations, institutions, or other agencies from paying postage on matter issued in the interest of such organizations, institutions, or other agencies and which is properly chargeable with postage.
- (j) Promoting any organization with functions other than the promotion of cooperative or departmental extension work in agriculture or home economics.
- (k) Mailing newspapers or periodicals or publications similar thereto.
- (l) Sending catalogues or announcements of State, county, or other fairs, or prize lists of such fairs or other prizes.
- (m) Mailing matter relating to any meeting, services, project, etc., in connection with which money is required to be paid.
- (n) Promoting any enterprise other than Federal cooperative extension work.

7. (a) Correspondence with autograph signature of an agricultural extension employee may be mailed sealed, but all other matter must be left unsealed and should be mailed only at the post office designated for that purpose. (b) Letters and circulars mailed free by cooperative extension employees should not be

signed by any person except an authorized agent of the United States Department of Agriculture, who should affix his name and official title indicating in what capacity he is an officer of the United States Government and thereby entitled to use the penalty privilege.

8. (a) Cooperative extension employees may not use penalty envelopes in promoting the interests of local, county, State, or national farm organizations, except those which are organized for the exclusive purpose of promoting cooperative or departmental extension work in agriculture or home economics. (b) Furthermore, when circulars, letters, etc., which in fact relate to the business of the Government of the United States are to be mailed free by such employees, the salutation, contents, and complimentary ending thereof should not be in such form as to indicate that the matter relates to the business of a private organization or agency. (c) All matter mailed free should be prepared in such manner as clearly to indicate that the subject matter relates to an enterprise for the furtherance of which the employees received their commissions.

9. The provisions of section 491, Postal Laws and Regulations, 1924, in regard to the free mailing privilege accorded directors of the extension divisions of State agricultural colleges, do not apply to county agents, home demonstration agents, or other agricultural extension employees of the United States Department of Agriculture. This also applies to sections 492 and 493, Postal Laws and Regulations, pertaining to the free mailing privilege of directors of agricultural experiment stations.

10. Correspondence of an informational character preliminary to the establishment of local organizations such as livestock, wool, and other marketing associations, etc., designed to promote cooperative extension work in agriculture and home economics may be mailed free, but when such an association begins to function its activities should then be handled by its own officers, and correspondence in regard thereto is no longer entitled to be mailed free but should be sent under postage. In other words, cooperative extension employees may use penalty envelopes for mailing matter free in order "to show the farmers how to organize, but it is not their function to act as business agents of the farmers or as agents of cooperative marketing or other organizations."

11. (a) Cooperative extension employees are not entitled to send out circulars of inquiry in penalty envelopes unless they are instructed to do so by the director of cooperative extension work in their State, and penalty envelopes, tags, or labels should never be furnished to farmers or others to be used in sending any commodity through the mails. (b) A return penalty envelope or card addressed to an authorized agent of the United States Department of Agriculture may be sent out to farmers and other persons from whom official information is desired provided such information is to be used strictly in furtherance of the work for which the employee received the Federal appointment. Caution should be used in this respect for fear of the abuse of the privilege by uninstructed individuals.

12. In order to be mailable in penalty envelopes, material relating to boys' and girls' club work should bear the heading prescribed in paragraph 3 of this circular and be prepared in such manner as to emphasize primarily the demonstrational features of such work, and any mention of social activities such as picnics, parades, base ball games, hay rides, etc., must be merely incidental thereto. It should be made clear that the purpose of such social activities is to reinforce the demonstrations being conducted.

13. The mere wording of circulars, letters, etc., does not determine their mailability free of postage. The purpose of the employees in sending the matter, the circumstances and conditions under which it is being sent, as well as the subject matter thereof, should be considered in determining what matter is entitled to be mailed free, and only such matter as relates to their work as employees of the United States Department of Agriculture should be so mailed. In order to avoid confusion and misunderstanding, and to eliminate the indiscriminate use of penalty envelopes, postmasters should submit specimens of all doubtful matter to the Third Assistant Postmaster General, Division of Classification, Washington, D. C., for examination and determination as to their mailability free under the penalty privilege.



**ANNUAL REPORT ON WORK AND EXPENDITURES UNDER THE  
HATCH, ADAMS, AND SMITH-LEVER ACTS**

Extract from an act making appropriations for the Department of Agriculture for the fiscal year ending  
June 30, 1916

That hereafter there be prepared by the Department of Agriculture an annual report on the work and expenditures of the agricultural experiment stations established under the act of Congress of March second, eighteen hundred and eighty-seven (Twenty-fourth Statutes at Large, page four hundred and forty), on the work and expenditures of the Department of Agriculture in connection therewith, and on the cooperative agricultural extension work and expenditures of the Department of Agriculture and agricultural colleges under the act of May eighth, nineteen hundred and fourteen, entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto, and the United States Department of Agriculture"; and that there be printed annually eight thousand copies of said report, of which one thousand copies shall be for the use of the Senate, two thousand copies for the use of the House of Representatives, and five thousand copies for the use of the Department of Agriculture (38 Stat. L. 1110); (March 4, 1915).

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